

TIME IS MONEY.

SAVE TIME...SAVE MONEY

The Expo Group *Cyberservices*™ makes it even easier to order exhibitor services. Save time by doing it online – our secure e-commerce site helps you stay organized without piles of paper forms to fill in manually. *Cyberservices*™ is a real-time informational resource where you can place and review service orders around the clock.



ON THEEXPOGROUP.COM YOU CAN:

- Order all exhibit services
- Check status of freight shipments
- View the current show floorplan
- See an account summary of all services ordered
- Review important dates and deadlines
- Connect to your Personal Account Manager

GET STARTED NOW!

Log on to www.theexpogroup.com/cyberservices with the show ID and password you received via email.

Dear Exhibitor:

The Expo Group is proud to be the general service contractor for Neuroscience 2015. We are your Single Source Solution® for all services you will need to exhibit. This means that you have One Contact, One Discount Deadline, and One Invoice for your show!

You are welcome to order via mail, fax or online. Our secure e-commerce website, *cyberservices™*, is easy to use and contains useful tools throughout the exhibition process such as contact information and Instant Freight Updates. All services can be ordered online in one place, and because it is an online application, you can access your account 24/7 from any Internet-enabled device.

You also will be assigned one personal contact, your Customer Account Manager, to work with before, during and after the show.

Please add the deadline date for advance pricing, **September 21, 2015**, to your calendar so you can take advantage of the savings afforded to you only by The Expo Group.

All of us look forward to working with you on a successful and enjoyable show. Please contact me if you have any questions or would like additional guidance in ordering.

Dana Trimble
Team Leader
972-580-9000 ext. 1440
dtrimble@theexpogroup.com

5931 West Campus Circle Drive, Irving, Texas 75063
Phone: (972) 580-9000 Fax: (972) 465-1196
Log on to **cyberservices™** at www.theexpogroup.com

OCTOBER 18 - 21, 2015
McCORMICK PLACE
CHICAGO, IL

Discount Deadline:
September 21, 2015

Exhibit Hall Colors	Back drape color:	White
	Side drape color:	White
	Aisle carpet color:	Rainforest

Exhibit Hall Targeted Move-In– By appointment only. All Targeted freight must be shipped directly to show site.

Hours	Tuesday	October 13, 2015	By appointment only (only targeted freight will be accepted) 8:00am - 6:00 pm (Island booths only, 400 sq.ft. and above)
	Wednesday	October 14, 2015	

Exhibitor Move-In

Thursday	October 15, 2015	8:00 am - 6:00 pm
Friday	October 16, 2015	8:00 am - 6:00 pm
Saturday	October 17, 2015	8:00 am - 10:00 am

Reminder: All wooden crates and empties requiring a forklift for removal must be tagged and ready for removal by 6:00 pm on Friday, October 16, 2015. Note: Exhibitors will be subject to a surcharge up to 20% of the total freight invoice if crates are not tagged for removal by set deadline.

ALL BOOTHS MUST BE SET BY 10:00 AM, SATURDAY, October 17, 2015 (products set—up only, may continue until 6:00 pm.)

Show Hours

Sunday	October 18, 2015	9:30 am - 5:00 pm
Monday	October 19, 2015	9:30 am - 5:00 pm
Tuesday	October 20, 2015	9:30 am - 5:00 pm
Wednesday	October 21, 2015	9:30 am - 5:00 pm

Exhibitor Move-Out

Wednesday	October 21, 2015	5:00 pm - 12:00 am
Thursday	October 22, 2015	8:00 am - 12:00 noon

Dismantle All Booths must be dismantled by Thursday, October 22, 2015 by 12:00 noon.

All carriers other than the official show carriers must check in at the freight desk by 10:00 am on Thursday, October 22, 2015 otherwise exhibitor shipments will be subject to rerouting.

Shipping Information

Advance Receiving at the Warehouse

- Shipments will be accepted between Monday, September 21, 2015 through Friday, October 9, 2015.
- Materials arriving after October 9, 2015 will be received at the warehouse with an additional surcharge.
- Warehouse hours are 9:00 am - 3:00 pm Monday through Friday.
- Shipping labels are included in this service manual.

Direct Shipment to McCormick Place

Direct shipments must arrive at show-site beginning at 8:00am on Thursday, October 15, 2015 through Saturday, October 17, 2015. Shipping labels are included in this exhibitor service manual.

Show Carriers:

<u>Common Carrier:</u>	YRC
<u>Air Carrier/Small Package:</u>	Airways Freight
<u>International Freight Forwarder:</u>	Airways International

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Discount Deadline:
September 21, 2015

Order services early and SAVE!

Complete & Submit the Order Forms listed below before the Discount Deadline Date to take advantage of Advance Pricing.

The Expo Group Order Forms

Form Name	Order Total
☐ Exhibitor Data	SUBMIT WITH FIRST ORDER
☐ Credit Card Authorization	SUBMIT WITH FIRST ORDER
☐ Terms and Conditions	SUBMIT WITH FIRST ORDER
☐ Third Party Authorization	\$ _____
☐ EAC Requirements	\$ _____
☐ Carpet Custom	\$ _____
☐ Carpet Standard & Special	\$ _____
☐ Cleaning Service	\$ _____
☐ Furniture & Accessories	\$ _____
☐ Custom Furniture	\$ _____
☐ Portable Solutions	\$ _____
☐ Modular Rental Exhibits	\$ _____
☐ Modular Rental Accessories	\$ _____
☐ Signs	\$ _____
☐ Material Handling	\$ _____
☐ Exhibitor Supervised Labor	\$ _____
☐ TEG Supervised Labor	\$ _____
☐ Lift Equipment & Labor	\$ _____
☐ Suspended Sign Labor/Assembly	\$ _____
☐ Electrical Service	\$ _____
☐ Air & Water Service	\$ _____
☐ Telephone Service	\$ _____
☐ Internet Service	\$ _____
☐ Audio Visual & Computers	\$ _____
☐ Floral	\$ _____
☐ Photography	\$ _____

Total Amount Due: \$ _____

Exhibiting Company: _____ Booth Number: _____

Print Name: _____

Authorizer's Signature: _____ Date: ____/____/____

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It can be easy to be green. The Expo Group reduces, reuses, recycles and encourages you to do the same.

Your Booth

- Order booth services online to reduce paperwork.
- Rent carpet directly from us to be sure it contains recycled content and is recyclable.
- Ask about graphics and signs that can be made from materials containing recycled content and are recyclable.
- Consider our modular Octanorm rental systems, to assure your booth is reused and recycled.

In Your Booth

- Be sure any printed materials given away in your booth are on recycled paper.
- Reduce the amount of booth literature by providing access to digital files.
- Consider printing locally what needs to be printed rather than shipping in paper.
- Order giveaways responsibly to avoid toxic materials and useless products that will end up in the hotel room trash.
- Donate booth materials to local charities or schools. Some organizers have show-wide programs for this effort.

Shipping Your Booth

- Clean your space when the show closes to be sure possible recyclable or reusable items are not left behind.
- Ask about caravans and consolidated shipments going to another industry show to save on fuel emissions.

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Discount Deadline:
September 21, 2015

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

Company Information

Exhibiting Company: _____ Booth Number: _____
 Contact Name: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Contact Name: _____ Email Address: _____
 Telephone Number: () _____ Fax Number: () _____
 Website: _____

I consent to allow The Expo Group and parties involved in the production of this show to send facsimiles and email communications to the fax numbers and email addresses listed herein.
 (Declining to consent will result in your not receiving important show information in a timely manner)

Signature: _____

Personal Information

Pre-Show

Contact Name: _____ Title: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Telephone Number: () _____ Fax Number: () _____
 Cell Phone Number: () _____ Email Address: _____

On-Site

Contact Name: _____ Title: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Telephone Number: () _____ Fax Number: () _____
 Cell Phone Number: () _____ Email Address: _____
 Onsite Contact Person's Hotel: _____
 Date of Arrival: _____
 Date of Departure: _____

(This representative from your company will be at show-site for the duration of the show and must have authorization to endorse and provide payment for all your customer orders).

Booth Information

Booth Dimensions: _____ x _____ = _____ Total Square Feet.

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Payment Options

Please note, we require a completed Credit Card Authorization form on file regardless of your preferred method of payment.

- **Payment by Credit Card**

For your convenience, we accept MasterCard, Visa, Discover and American Express. Please complete and submit The Expo Group's Credit Card Authorization form along with your orders when you are mailing or faxing them in.

- **Payment by Company Check**

Please mail your check along with your order forms to The Expo Group. If you are faxing your order forms, please include a signed Credit Card Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth Number, and Name of Show.

- **Payment by Wire Transfer**

Please contact The Expo Group directly for wire payment details.

- **Payment by Third Party**

If The Expo Group will be invoicing a third party, please complete and submit the Third Party Payment Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show closing.

- **International Exhibitors**

International exhibitors must make payment to The Expo Group for all amounts due in U.S. funds prior to show closing.

Payment Policy

- **General**

In order for us to process your orders, we must have your signed Credit Card Authorization form and full payment in advance of the show. Current Account Summaries will be prepared at The Expo Group Service Desk for your review at show site.

- **Tax Exempt Status**

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

- **Credits for Billing Discrepancies**

All billing discrepancies must be resolved with The Expo Group within 30 days from the close of show.

- **Advance Pricing**

To qualify for advance pricing, full payment must be included with your order on or before the advance deadline date.

- **Standard Pricing**

Order forms submitted after the advance discount deadline date will be processed at the standard prices.

- **Cancellations of Items or Services**

All Labor Types – 2 Days notice is required for cancellation of all labor services. If such notice is not provided a one (1) hour minimum per laborer ordered will be charged the applicable rate.

Standard Furniture & Carpet - Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

Custom Furniture- Items ordered and cancelled 1 week prior to the scheduled move-in dates will be charged 100% of the applicable price.

Custom Exhibits and Accessories - Orders cancelled 14 days prior to the show move-in will be charged 50% of the original price. Orders cancelled after installation on show site will be charged 100% of the original price.

Exhibitor Graphics - Orders cancelled after production will be charged 100% of the original price.

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Discount Deadline:
September 21, 2015

Required-please submit with first order

Exhibiting Company Information

Company Name: _____ Booth # _____
Street Address: _____
City: _____ State: _____ Zip: _____
Contact Name: _____ Email Address: _____
Telephone Number: () _____ Fax Number: () _____

Credit Card Payment

- Please read Payment Options and Policy Page.
- This Credit Card Authorization MUST be on file with The Expo Group before any goods or services will be rendered regardless of your preferred method of payment.
- All accounts must be settled at The Expo Group Service Desk on show site prior to the close of the show. Your credit card will be processed for any current or previous outstanding balance at that time.
- The Expo Group will process all charges through its parent company. Purchase orders and invoices are not considered proper forms of payment.
- This form is to be completed by the Exhibiting Company. If you are a Third Party, you must complete the Third Party Payment Authorization form.
- All billing discrepancies must be resolved with The Expo Group within 30 days from the close of the show.

Credit Card Authorization

- Please complete information below and submit with your initial order.
- Incomplete and/or unsigned forms cannot be accepted.

- ☐ A check is being sent to cover all expenses, use card only for show-site services.
☐ Use credit card for all services ordered.

Card Type

☐ American Express ☐ Visa ® ☐ MasterCard ® ☐ Discover ® ☐ Debit Card

Credit Card Number

--	--	--	--

Expiration Date

--

CARDHOLDER'S NAME (PLEASE PRINT)

BILLING ADDRESS

CITY STATE ZIP COUNTRY

TELEPHONE EMAIL

()

PLEASE SIGN

X _____

**EACH EXHIBITOR MUST COMPLETE & RETURN THIS
FORM REGARDLESS IF NOTHING IS ORDERED.**

REQUIRED FORM

4b

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YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between THE EXPO GROUP L.P. and you, the EXHIBITOR. EXHIBITOR is deemed to have accepted these terms and conditions when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO TEG'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH TEG IS THE OFFICIAL SHOW CONTRACTOR, OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TEG, OR THE ON-SITE EXHIBITOR DATA AGREEMENT IS SIGNED.

1. **DEFINITIONS.** For purposes of the Contract, "TEG" means The Expo Group L.P., d.b.a. The Expo Group Custom Exhibits, d.b.a. The Expo Group, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors TEG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, unsupervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by TEG; **Un-Supervised Labor (do not proceed):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by TEG. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

2. **SCOPE.** These Terms and Conditions shall be binding upon Exhibitor, TEG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, EAC's or Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

3. Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, American Express or Discover credit cards, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to TEG. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owned by EXHIBITOR to TEG which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum).

4. Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the TEG Service Center at the show, in writing, immediately upon noting same. Problems will be resolved and/or any valid adjustments in EXHIBITOR's account will be made at that time, and approved by the TEG Project Manager in charge. No credits shall be extended for any individual service (including material handling and labor services) in excess of 15% of the billings for that service. Credits and adjustments will not be made based on information received after the Show. Exhibitors who cancel up to fourteen (14) days prior to Exhibitor Move-In will be refunded 50% of their advance payment. No refunds will be made for cancellations received less than 14 days prior to Exhibitor move-in or at show site, unless otherwise noted on the specific service form. In the event the exposition or event is cancelled or postponed, TEG reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by TEG. Prior to any refunds being paid to EXHIBITORS, these cancellation and/or postponement charges will be determined in good faith by TEG and withheld from any amounts previously paid by EXHIBITOR to TEG in proportion to receipts from all exhibitors with the excess being refunded.

5. TEG reserves the right to discontinue one or all services or equipment delivery to EXHIBITOR for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in anyway release EXHIBITOR from payment of the other remaining services upon presentation of an invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then EXHIBITOR agrees that all reasonable and customary collection fees shall be borne by EXHIBITOR.

6. **CHOICE OF LAW & VENUE.** Any dispute between TEG and EXHIBITOR shall be governed by the laws of the State of Texas (without regard to Texas' conflicts of laws principles). Venue of any action between TEG and EXHIBITOR shall lie exclusively in the state or federal courts located in Dallas County, Texas and TEG and EXHIBITOR agree that all reasonable attorney's fees shall be borne by the prevailing party.

7. **LIMITATION OF LIABILITY & INDEMNITY.** TEG shall not be liable to any extent whatsoever for any actual or potential loss of profits or revenues, or for any collateral costs or consequential damages, which may result from (1) any loss, injury or damage to EXHIBITOR's materials or (2) EXHIBITOR's ability to carry-on in its normal business practices. Additionally, TEG shall not be liable for (1) any loss, damage or delay as a result of fire, lightning, strikes riot or civil commotion or any other cause or condition beyond the control of TEG, (2) damage to uncrated materials, materials improperly packed, or (3) concealed damage, or loss, theft or disappearance of EXHIBITOR's materials while at the show or EXHIBITOR's materials are in EXHIBITOR's possession or are located within or near the confines of EXHIBITOR's booth.

TEG's liability shall be limited to any loss or damage which results solely from TEG's negligence in the actual physical handling of EXHIBITOR's materials and not from any other type of loss or damage. TEG's maximum liability for any cause shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment. TEG shall not be responsible for loss, theft, or disappearance of materials before they are picked up from EXHIBITOR's booth or for reloading after the show. Bills-of-lading covering outgoing shipments, which are furnished to TEG by EXHIBITOR, will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur.

Any claims for loss, injury or damage must be submitted to TEG within thirty (30) days of the close of the show in which the loss, injury or damage occurred, or such claims shall be

waived. No suit or action for the recovery of any claims arising out of or related to bodily injury, death, or property damage shall be brought against TEG more than one year after the accrual of the cause of action.

EXHIBITOR agrees to indemnify and hold harmless TEG against any and all claims, suits, liabilities, or damages, including reasonable settlements and reasonable attorney's fees, arising out of negligence or any other cause on the part of the EXHIBITOR, subcontractors, suppliers, employees or any individual or company involved directly or indirectly with the EXHIBITOR at the show.

a. **Cold Storage.** Goods requiring cold storage are stored at Customer's own risk. TEG assumes no liability or responsibility for Cold Storage. b. **Accessible Storage.** TEG assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security. c. **Unattended Goods:** TEG assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss. d. **Empty Storage:** TEG assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the TEG Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed. e. **Forced Freight:** TEG is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping to ensure Customer Goods are properly labeled. f. **Concealed Damage:** TEG shall not be liable for concealed loss or damage including but not limited to glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods. g. **Unattended Booth:** TEG shall not be liable for any loss or damage occurring while the Goods are unattended in Exhibitor's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Exhibitor's selected carrier. h. **Labor:** TEG assumes no liability for loss, damage, or bodily injury arising out of Exhibitor's supervision of TEG provided union labor. i. **Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to TEG or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by TEG) or delivery of outbound Goods.

8. **ADVANCED WAREHOUSING/TEMPORARY STORAGE:** TEG assumes no liability or responsibility for loss or damage to Goods delivered to the Advance Warehouse or other similar Temporary Storage facilities.

9. EXHIBITOR recognizes that TEG provides services as EXHIBITOR's agent and not as bailee or shipper. If any employee or subcontractor of TEG shall sign a delivery receipt, bill-of-lading, or other document, EXHIBITOR agrees that these signatories will do so as EXHIBITOR's agent, and EXHIBITOR accepts the responsibility thereof. TEG or its subcontractors are authorized to note the quantities or condition of items on the EXHIBITOR's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by EXHIBITOR. Correct weights with Weight Certificate must be provided, otherwise TEG's or its subcontractor's estimate will prevail in the event of any weight discrepancy.

10. Exhibitor permits all contact information provided to TEG to be used by TEG and shared with other entities assisting in the production of the event in question. Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

11. In the case of bills submitted to parties other than the EXHIBITOR (i.e., Third Parties), such arrangements in no way release EXHIBITOR from any and all of the terms and conditions outlined herein.

12. **REFUNDS:** EXHIBITOR shall receive a full and complete refund of any overpayments following final audit after the close of the Show. TEG will remit refunds to EXHIBITOR at the name and address indicated on the Exhibitor Data Sheet. EXHIBITOR will receive a refund for any extra overpayment above and beyond the amount which EXHIBITOR owes to TEG. Also provided for the EXHIBITOR with the final refund shall be a final accounting showing the services or equipment ordered.

13. **CREDIT CARD:** TEG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. However, if a payment is subsequently made by check with the intention of reversing the initial credit card payment, there will be a fee assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is as follows: If the credit card charge is \$1.00 to \$500.00 the fee is \$25.00, \$501.00 to \$1,000.00 the fee is \$30.00, \$1,001.00 to \$2,000.00 the fee is \$60.00, \$2,001.00 to \$5,000.00 the fee is \$150.00, \$5,001.00 to \$10,000.00 the fee is \$300.00, \$10,001.00 to \$20,000.00 the fee is \$450.00. Amounts over \$20,000.00 the fee is 4% of the amount owed.

14. **Insurance:** It is understood that TEG is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against TEG and their respective directors, officers, employees, and agents.

15. By completing and submitting the service forms, Exhibitor hereby authorizes TEG as its Exhibitor Appointed Contractor to process and pay for those services on behalf of the Exhibitor as a third party.

16. TEG Reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase. By way of example without limiting the foregoing, in the event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, TEG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: ____/____/____

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CHICAGO, IL

Submit by Discount Deadline Date

Exhibiting Company: _____ Booth Number: _____
Third Party Info: Name: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____ Country: _____
 Contact Name: _____ Email Address: _____
 Telephone Number: () _____ Fax Number: () _____
 Website: _____

Third Party Payment Policy

- The payment record of the Third Party must be acceptable to The Expo Group.
- Form is completed and signed by both parties and returned to The Expo Group at least 14 days prior to show move-in.
- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
- **All billing discrepancies must be resolved with The Expo Group within 30 days from close of the show.**

Services to be invoiced to Third Party

- ☐ All The Expo Group Services
 ☐ Furniture/Carpet
 ☐ Forklift Labor
 ☐ Booth Labor
 ☐ Material Handling
☐ Hanging Signs Labor
 ☐ Air Freight Services
 ☐ Ground Transport
 ☐ International Services
 ☐ Booth Cleaning/Porter
☐ Other _____

Card Type

- ☐ American Express
 ☐ Visa ®
 ☐ MasterCard ®
 ☐ Discover ®
 ☐ Debit Card

Credit Card Number

Expiration Date

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Third Party Company Name: _____ Booth Number: _____
 Card Holder's Name
 (Please Print) _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____ Country: _____
 Telephone Number: () _____ Fax Number: () _____

PLEASE SIGN

X _____

Acknowledgement by Exhibiting Company

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the Third Party named above does not make payment, such charges will be presented to the exhibiting firm, and the exhibiting firm will make payment to The Expo Group prior to the close of the show. (Authorized Firm Representative's signature required below.)

PLEASE SIGN

X _____

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CHICAGO, IL

Submit by Discount Deadline Date

EAC Company Name: _____ Booth Number: _____
Street Address: _____
City: _____ State: _____ Zip: _____ Country: _____
Contact Name: _____ Email Address: _____
Telephone Number: (____) _____ Fax Number: (____) _____

Please read, complete, and submit this authorization form with required documentation for each contractor (see below) to The Expo Group if hiring a service contractor(s) other than the official contractor selected by show management. Note: for services such as electrical, plumbing, telephone, cleaning, and material handling, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.

Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractors will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

Official Show Contractors:

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions must be met:

- The exhibitor must inform The Expo Group of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by The Expo Group no later than 30 days prior to the show. If notification is not received 30 days prior to the show, The Expo Group labor must be used for all work and the exhibitor appointed contractor will be permitted to supervise only.

The contractor hired by the exhibitor must:

- Provide no later than 30 days prior to the show a Certificate of Insurance with at least the following limits:
- Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each occurrence naming The Expo Group (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation.
- Agree to abide by all rules and regulations of the show and union rules and regulations.
- Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle, or maintain exhibits and exhibit-related equipment.

This form must be accompanied by the insurance certificate. Please obtain this certificate from your insurance carrier and send with this form. INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Acknowledged and agreed to by:

Signature of Exhibitor: _____ Date: _____
Service to be Performed: _____ Contact Name: _____
Company Name: _____ Booth Number: _____
Street Address: _____
City: _____ State: _____ Zip: _____ Country: _____
Contact Name: _____ Email Address: _____
Contractor Telephone: (____) _____ Contractor Fax: (____) _____

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: ____/____/____

5931 West Campus Circle Drive, Irving, Texas 75063
Phone: (972) 580-9000 Fax: (972) 465-1196
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OCTOBER 18 - 21, 2015
McCORMICK PLACE
CHICAGO, IL

Submit by Discount Deadline Date

Exhibitor Appointed Contractor ("EAC") Access to the Show Floor. Wristbands give approved EACs access to the show floor during Exhibitor move-in and move-out hours only. Wristbands will only be distributed to EACs with an EAC Work Authorization Form, a valid Certificate of Insurance, and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies on file. Wristbands must be worn at all times and visible to security and show management personnel. After hours work passes are available for access to the exhibit floor at The Expo Group Service Center desk.

Certificate of Insurance. Each EAC shall provide The Expo Group with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies. The insurance form must list as Additional Insureds and/or Covered Locations:

**The Expo Group L.P.
Society for Neuroscience
McCormick Place**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured)
October 13 - 22, 2015

The insurance form must list as the Certificate Holder:
The Expo Group L.P.
5931 West Campus Circle Drive, Irving, Texas 75063

Minimum Coverage Requirements for Primary & Excess/Umbrella Commercial General Liability. Each EAC shall maintain insurance coverage of the types and in the minimum amounts as follows:

Limits: Primary: Each Occurrence \$1,000,000; Products – COMP/OP AGG \$2,000,000; Personal & Adv Injury \$1,000,000; General Aggregate \$2,000,000

Excess/Umbrella: Each occurrence \$1,000,000; Aggregate \$1,000,000

Coverage for contractual liability and products liability

The following entities shall be named as Additional Insureds for all ongoing operations:

**The Expo Group L.P.
Society for Neuroscience
McCormick Place**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured)
October 13 - 22, 2015

Insurer shall waive any right of subrogation against **SfN** and The Expo Group L.P., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **SfN** and The Expo Group L.P.

Workers' Compensation Insurance. Each EAC shall maintain Workers' Compensation and Occupational Disease insurance in full compliance with all federal and state laws, covering all of EAC's employees engaged in the performance of any work for Exhibitor. Coverage for Workers' Compensation and Employers' Liability shall be insured for the following limit:

Each Accident \$1,000,000

Disease – Each Employee \$1,000,000

Disease – Policy Limit \$1,000,000

Automobile Liability. Automobile liability must be covered whether EAC has a vehicle on-site or not. Each EAC shall maintain insurance coverage in the minimum amounts as follows:

Combined Single Limit \$1,000,000

EAC acknowledges reading and accepting this Agreement and agrees that it will be fully governed by the provisions described herein.

Name of Exhibitor Appointed Contractor: _____ Booth Number: _____

By (print name): _____

Signature: _____

Date: ____/____/____

CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY) 00/00/0000	
PRODUCER (000) 000-0000 FAX AGENTS NAME AGENTS ADDRESS				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSURERS AFFORDING COVERAGE NAIC #			
INSURED YOUR COMPANY NAME YOUR COMPANY ADDRESS EAC FOR:				INSURER A:			
				INSURER B:			
				INSURER C:			
				INSURER D:			
				INSURER E:			
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	X	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ _____ GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP/OP AGG \$ 2,000,000	
		AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS ☐ _____	POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
		☐ GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY-EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$	
		EXCESS/UMBRELLA LIABILITY ☒ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☒ RETENTION \$ 10,000	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$ \$	
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	POLICY #	EFF DATE	EXP DATE	X	WC STATU- TORY LIMITS OTH \$ ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE-EA EMPLOYEE \$ 1,000,000 E.L. DISEASE-POLICY LIMIT \$ 1,000,000
		OTHER					
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:							

CERTIFICATE HOLDER		CANCELLATION	
The Expo Group 5931 West Campus Circle Dr. Irving, TX 75063		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.	
		AUTHORIZED REPRESENTATIVE	

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OCTOBER 18 - 21, 2015
 MCCORMICK PLACE
 CHICAGO, IL

Submit by Discount Deadline Date

Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed forms 7a & 7b to The Expo Group via fax or email your Customer Account Manager by the Discount Deadline date.
Please forward the Certificate of Liability Insurance sample to your EAC.

NOTE: Exhibitor will be charged \$0.18 per square foot to cover additional expenses incurred. These fees will be waived if TEG provides the labor.

This form must be completed by the exhibiting company. No EAC will be granted access to the show floor without this form **AND** completion of Requirements and Signature by your EAC on Forms 7a & 7b. Please check the appropriate boxes below of the products and/or services you will have outside of the those provided by the designated official contractor.

For insurance and safety reasons, the official service contractor designated in the service manual must be used for services such as:

Electrical	Booth Cleaning	Plumbing	Material Handling	Telecommunications	Suspended Signs	Rigging
Services:						
☐	Installation & Dismantle			☐	Installation & Dismantle - Supervision Only	
☐	Photography			☐	Security	
☐	Personnel/Models			☐	Other (please identify): _____	

Products:						
☐	Flooring/Carpet Rental			☐	Audio Visual - Rental/Production/Lighting	
☐	Furniture/Signs/Accessories			☐	Computer Rental	
☐	Floral			☐	Other (please identify): _____	

Indicate Type of Service Performed for the Above Checked
 Boxes (i.e. installation, supervision, etc.) _____

****Note Other Product/Service Here** _____

Please Type or Print

Exhibitor Information:

Exhibiting Company: _____ Booth Number: _____
 Exhibitor Contact: _____ Title: _____
 Exhibitor E-mail: _____ Exhibitor Phone: _____
 Exhibitor Signature: _____ Date: _____

EAC Information:

Company Name: _____ Phone: _____
 Contact Name: _____
 Address: _____ City/State/Zip: _____
 Contact Phone/Cell Number: _____ Fax Number: _____
 E-mail Address: _____
 Product/Service Description: _____

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OCTOBER 18 - 21, 2015
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CHICAGO, IL

Discount Deadline:
September 21, 2015

Exhibitor Package

The Expo Group has developed booth package options as a cost effective way to enhance your booth. Please note that each package is based on a 10' x 10' booth space (100 sq. ft.).

Packages only applies to Linear Booths.

For example, a 10' x 20' space would require (2) Exhibitor Packages.

Show Special Package 1

Option 1 includes per 10' x 10':

1 - 6' x 30" blue draped table

2 - side chairs

10' x 10' blue booth carpet

Advance Price

\$420.00 per pkg

Standard Price

\$526.50 per pkg.

Show Special Package 2

Option 2 includes per 10' x 10':

1 - 6' x 42" blue draped table

2 - bar stools

10' x 10' blue booth carpet

Advance Price

\$495.00 per pkg.

Standard Price

\$643.50 per pkg.

	Quantity	x	Advance	Standard	=	Total
Option 1	_____		\$_____	\$_____	=	_____
Option 2	_____	x	\$_____	\$_____	=	_____

There are no substitutions, nor credit given for unused package items.

If you have any questions regarding these packages, please contact your Customer Account Manager. Additional services and furnishings can be ordered using the following forms found throughout this manual.

Cancellation Policy:

Cancellations received less than 1 week prior to the first day of exhibitor scheduled move-in will be billed at 50%.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Exhibitor Package _____ x No. of 10 x 10 spaces _____ = Total _____

Taxes and Fees Multiplied by 9% of the Subtotal _____

TOTAL _____

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____/_____/_____

Create a great first impression with quality rental carpet ordered directly from The Expo Group.

No other carpet provider can offer the superior customer service and one-invoice, one-payment features of The Expo Group, Your Single Source Solution®.

Please make your selections on the corresponding order form.
Actual carpet colors may vary.

Custom

ULTRA 50oz Plush



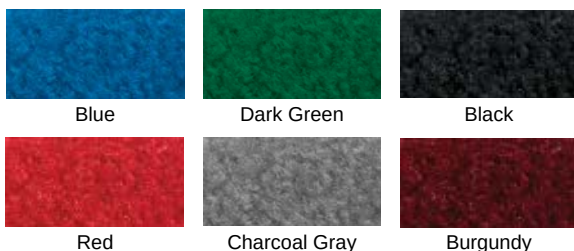
PREMIUM 26oz Plush



Standard

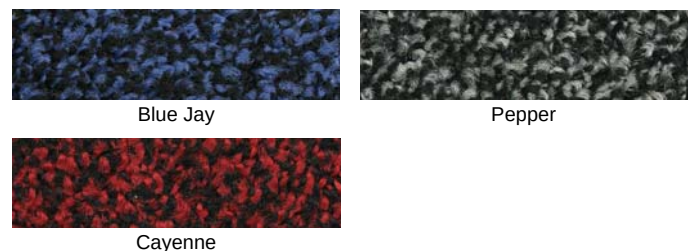
Standard Cut Carpet

Available in a variety of sizes to fit standard booth spaces.



Green Option Carpet

Made from recycled products and cut as custom or standard sizes.



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OCTOBER 18-21, 2015
MCCORMICK PLACE
CHICAGO, IL

Discount Deadline:
September 21, 2015

If less than 30 days, please contact The Expo Group for availability

Carpeting is **REQUIRED** for all exhibitors in the show. Prices are for rental only.

If you plan on bringing your own carpet, please note how you will be shipping it below.

☐ **Will bring our own carpet** ☐ **Shipping to Warehouse** ☐ **Shipping Direct to Dock**

Colors may vary due to facility lighting, printing limitations, and dye lot differences.

Custom Carpet Ultra 50oz. Plush	Plush 100% nylon pile and heavy ounce weight carpet. Rental includes installation, visqueen covering and pick up at close of show.			
	Booth Dimensions: _____ x _____			
	Total Sq. Ft.	Advance Price	Standard Price	Total
	Custom Carpet-Rental _____ X \$4.75 per sq. ft. \$7.31 per sq. ft. = _____			
	Check color. ☐ Electric Blue ☐ White** ☐ Frost ☐ Charcoal ☐ Graphite ☐ Red ☐ Black ☐ Concord ** Add 25% for White Carpet			

Custom Carpet Premium 26oz. Plush	Plush 100% nylon pile and heavy ounce weight carpet. Rental includes installation, visqueen covering and pick up at close of show.			
	Booth Dimensions: _____ x _____			
	Total Sq. Ft.	Advance Price	Standard Price	Total
	Custom Carpet-Rental _____ X \$3.75 per sq. ft. \$5.77 per sq. ft. = _____			
	Check Color. ☐ Emerald ☐ Orange Slush ☐ White** ☐ Silver Cloud ☐ Platinum ☐ Smoke ☐ Bayside ☐ Black ☐ Silky Beige ☐ Red ☐ Royal Blue ☐ Grape ☐ Dove ☐ Navy ** Add 25% for White Carpet			

Cancellation Policy: Cancellation of Custom Carpet received less than 2 weeks prior to the first day of exhibitor scheduled move-in will be billed 100%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.	Carpet Items Subtotal _____
	Taxes and Fees Multiplied by 9% of the subtotal _____
	TOTAL _____

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: ____/____/____

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Carpeting is **REQUIRED** for all exhibitors in the show. Prices are for rental only. Standard Cut Carpet may not be used in any booth 20'x20' or larger as booth areas must have full coverage.

If you plan on bringing your own carpet, please note how you will be shipping it below.

☐ **Will bring our own carpet** ☐ **Shipping to Warehouse** ☐ **Shipping Direct to Dock**

Colors may vary due to facility lighting, printing limitations, and dye lot differences.

Standard Cut Carpet			Advance Price	Standard Price	Total
	10' x 10'	X	\$170.00	\$ 221.00	= \$
	10' x 20'	X	\$340.00	\$ 442.00	= \$
	10' x 30'	X	\$510.00	\$ 663.00	= \$
	10' x 40'	X	\$680.00	\$1,046.15	= \$
Check color.					
☐ Blue	☐ Red	☐ Burgundy	☐ Gray	☐ Black	☐ Dark Green
☐ * Blue Jay	☐ *Cayenne	☐ *Pepper	*Green Option: made from recycled products		

Special Cut Carpet	You may order standard rental carpet cut and configured to your exact booth dimensions. Price includes labor to lay and tape carpet on-site.				
	Booth Dimensions: _____ x _____				
		Total Sq. Ft.	Advance Price	Standard Price	Total
	Special Cut Carpet _____ X	\$3.00 per sq. ft.	\$4.62 per sq. ft.	=	_____

Visqueen/ Padding		Total Sq. Ft.	Advance Price	Standard Price	Total
	3/8" Foam Padding-Rental _____ x	\$1.25 per sq. ft.	\$1.63 per sq. ft.	=	_____
	Visqueen Plastic Covering _____ x	\$1.12 per sq. ft.	\$1.46 per sq. ft.	=	_____
*Visqueen is included with Custom Carpet.					

Cancellation Policy: Cancellations received less than 1 week prior to the first day of exhibitor scheduled move-in will be billed at 50%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION

If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.

CALCULATING YOUR TOTAL

Carpet Items Subtotal _____
Taxes and Fees Multiplied by 9% of the subtotal _____
TOTAL _____

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: ____/____/____

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Cleaning is an Exclusive Service. Therefore, outside providers are NOT allowed to perform cleaning services.

Carpet Cleaning	Cleaning includes either vacuuming or shampooing the carpet and emptying the wastebaskets for the areas within the exhibitor's booth. Any cleaning services required within the exhibitor's space during the show are the responsibility of the exhibitor or you may choose "Porter Service. Exhibit and furnishing wipe down not included.				
	A. One-Time Only Cleaning (First day only – 100 square feet minimum)				
		Total Sq. Ft.	Advance Price	Standard Price	Total
	One Time Vacuuming of Booth	_____ x	\$0.45 per sq. ft.	\$0.59 per sq. ft.	= _____
	One Time Shampooing of Booth	_____ x	\$0.85 per sq. ft.	\$1.11 per sq. ft.	= _____
	B. Daily Cleaning (Every show day – 100 square feet minimum)				
		# of Days	Total Sq. Ft.	Advance Price	Standard Price
	Daily Vacuuming	4 x	_____ x	\$0.40 per sq. ft.	\$0.52 per sq. ft.
					= _____

Porter Service	Porter Service (empty wastebaskets, police floor area at two hour intervals during show hours) Vacuuming not included. INDICATE DAYS: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday				
		Advance Price	Standard Price	# of Days	Total
	☐ 0-500 sq. ft.	\$ 85.00 per day	\$110.50 per day	_____	= \$ _____
	☐ 501-1000 sq. ft.	\$110.00 per day	\$143.00 per day	_____	= \$ _____
	☐ 1001+ above sq. ft.	\$135.00 per day	\$175.50 per day	_____	= \$ _____

Excessive Trash will be subject to an additional fee for dismantling and disposal.

Cancellation Policy: Cancellations received less than 1 week prior to the first day of exhibitor scheduled move-in will be billed at 50%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't Find It? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Carpet Cleaning Subtotal _____
	Porter Service Subtotal _____
	TOTAL _____

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: ____/____/____

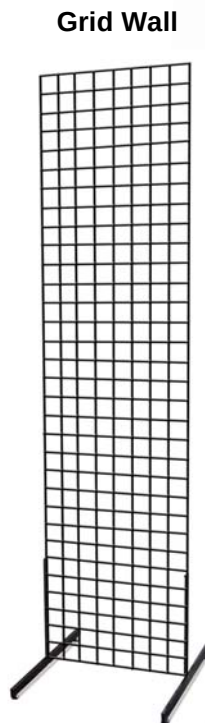
Create a great first impression with quality rental furniture ordered directly from The Expo Group.

No other furniture provider can offer the superior customer service and one-invoice, one-payment features of The Expo Group, Your Single Source Solution®.

Please make your selections on the corresponding order form.
Actual furniture styles and carpet colors may vary.



Metal Literature Stand



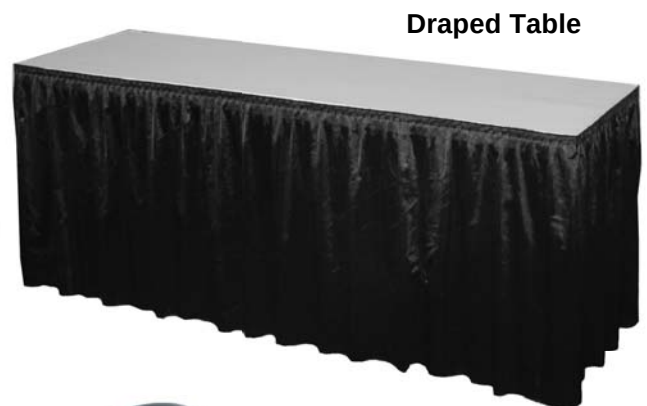
Grid Wall



Bag Rack



Round Tables



Draped Table



Wastebasket



Easel



Padded Barstool



Arm Chair



Side Chair

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Furniture	Qty.	Advance Price	Standard Price	Total
Arm Chair	_____ x	\$ 98.00	\$127.40	= \$ _____
Side Chair	_____ x	\$ 82.00	\$ 106.60	= \$ _____
Barstool	_____ x	\$110.00	\$143.00	= \$ _____
30" Round, 30" High Pedestal Table	_____ x	\$200.00	\$285.71	= \$ _____
30" Round, 42" High Pedestal Table	_____ x	\$200.00	\$285.71	= \$ _____
Bag Rack	_____ x	\$ 95.00	\$126.67	= \$ _____
Wastebasket	_____ x	\$ 22.00	\$ 28.60	= \$ _____
Tripod Easel	_____ x	\$ 50.00	\$ 65.00	= \$ _____
Literature Stand	_____ x	\$210.00	\$300.00	= \$ _____

Tables	Draping includes white vinyl top and taffeta skirting on 3 sides. Please circle the color of your choice. white black red teal blue gray burgundy green								Qty.	Advance Price	Standard Price	Total
4' Long x 2' x 30"									_____ x	\$115.00	\$149.50	= \$ _____
6' Long x 2' x 30"									_____ x	\$142.00	\$184.60	= \$ _____
8' Long x 2' x 30"									_____ x	\$175.00	\$227.50	= \$ _____
4' Long x 2' x 42"									_____ x	\$160.00	\$208.00	= \$ _____
6' Long x 2' x 42"									_____ x	\$175.00	\$227.50	= \$ _____
8' Long x 2' x 42"									_____ x	\$200.00	\$260.00	= \$ _____
4th Side Draping for 6' & 8' Items Only: 30"									_____ x	\$ 50.00	\$ 65.00	= \$ _____
4th Side Draping for 6' & 8' Items Only: 42"									_____ x	\$ 72.00	\$ 93.60	= \$ _____

Special Drapery	ORDER WITH SHOW MANAGEMENT PERMISSION ONLY Please circle the color of your choice: gray teal red black blue white						Qty.	Advance Price	Standard Price	Total
8' high drape (4' minimum)							_____ x	\$ 21.00	\$ 30.00	= \$ _____
3' high drape							_____ x	\$ 18.00	\$ 25.71	= \$ _____

Accessories	Qty.	Advance Price	Standard Price	Total
Free-Standing Tackboard	_____ x	\$200.00	\$285.71	= \$ _____
4' x 8' Horizontal	_____ x	\$200.00	\$285.71	= \$ _____
4' x 8' Vertical	_____ x	\$200.00	\$285.71	= \$ _____

Cancellation Policy: Cancellations received less than 1 week prior to the first day of exhibitor scheduled move-in will be billed at 50%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

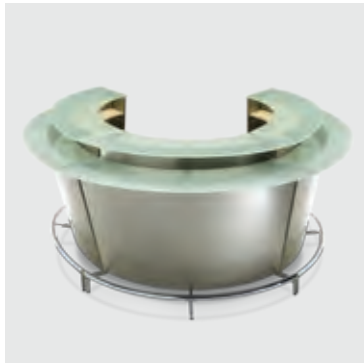
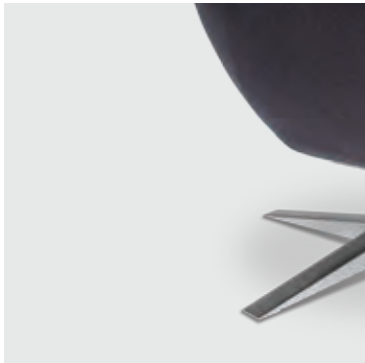
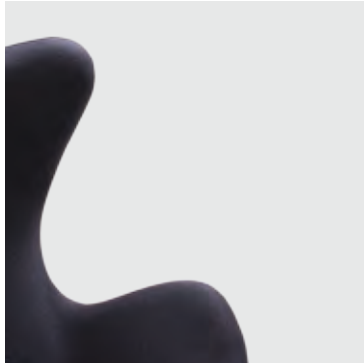
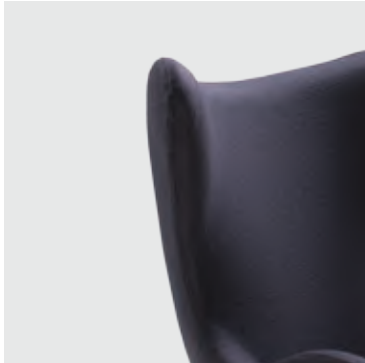
ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

CALCULATING YOUR TOTAL

Subtotal _____
Taxes and Fees Multiplied by 9% of the Subtotal _____
TOTAL _____

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: ____/____/____



TRADE SHOW FURNISHINGS 2015
Product Catalog

PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA



CHR003



SFA003

MIRABEL



CHR001



SFA001

ALLEGRO



CHR002



SFA002

KEY WEST



OCB



LSM



SOM

SOUTH BEACH



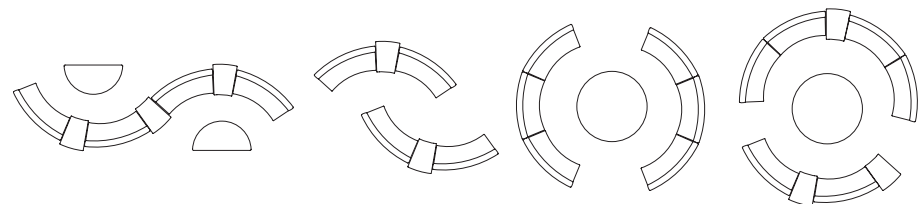
OTS

SO1



SO2

Suggested Uses of South Beach



TANGIERS



TANCHR



TANSOF

NAPLES



NPLCHR



NPLLOV



NPLSOF

HEATHROW



HS008



HC008

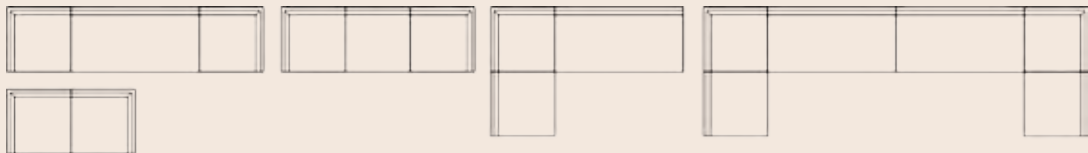


HCH08



HEA08

Suggested Uses of Heathrow



SOFAS & SECTIONALS



HEA08



SO1



SFA001



SFA002



NPLSOF



TANSOF



SOM



SFA003



HS008



SO2

LOVESEATS



LSM



NPLLOV

SOFAS & SECTIONALS

HEA08 Heathrow Sofa
Black Vinyl
48"L 24"D 28"H

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SFA001 Mirabel Sofa
Brown Leather
76"L 35"D 32"H

SFA002 Allegro
Blue Fabric
73"L 34.5"D 30"H

NPLSOF Naples Sofa
Black Vinyl
87"L 30"D 28"H

TANSOF Tangiers Sofa
Beige Textured
78"L 37"D 36"H

SOM Key West Sofa
Black
85"L 35"D 33"H

SFA003 Roma
White Vinyl
78"L 31"D 33"H

HS008 Heathrow 3 pc. Sectional
Black Vinyl
72"L 48"D 28"H

SO2 South Beach 3 pc. Sectional
Platinum Suede
152"L 40"D 33"H

LOVESEATS

LSM Key West Loveseat
Black
57"L 35"D 33"H

NPLLOV Naples Loveseat
Black Vinyl
62"L 30"D 28"H

CLUB CHAIRS



CHR003



CHR001



CHR002



NPLCHR



TANCHR



OCB



HCH08



HC008

OCCASIONAL CHAIRS



SWAN



OCA



OCH



BCW



CCE



LABREA



MADGRY

MEETING CHAIRS



OCMESP



OCMTAU

CLUB CHAIRS

CHR003 Roma Chair
White Vinyl
37"L 31"D 33"H

CHR001 Mirabel Chair
Brown Leather
36"L 35"D 32"H

CHR002 Allegro Chair
Blue Fabric
36"L 34.5"D 30"H

NPLCHR Naples Chair
Black Vinyl
36"L 30"D 28"H

TANCHR Tangiers Chair
Beige Textured
34"L 37"D 36"H

**OCB Key West
Tub Chair**
Black
31"L 31"D 31"H

HCH08 Heathrow Chair
Black Vinyl
24"L 24"D 28"H

**HC008 Heathrow
Corner Chair**
Black Vinyl
24"L 24"D 28"H

OCCASIONAL CHAIRS

**SWAN Swanson Swivel
Chair**
White Vinyl
28"L 25"D 18"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Madrid Chair
Black Leather
30"L 30"D 31"H

BCW Madrid Chair
White Leather
30"L 30"D 31"H

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

**LABREA La Brea Swivel
Chair**
Charcoal Gray, Fabric
35"L 27"D 40"H

**MADGRY Madden
Arm Chair**
Light Gray, Vinyl
27"L 32"D 33"H

MEETING CHAIRS

OCMESP Meeting Chair
Espresso Leather
25.5"L 23.5"D 34"H

**OCMTAU Meeting
Chair**
Taupe Fabric
25.5"L 23.5"D 34"H

OTTOMANS



BNO08



BN075



END02B



END02W



SAL



OSC



OTH



PUZ2SW



CUBL20



VIB05



VIB06



VIB07



VIB08



VIB01



VIB02



VIB03



VIB04



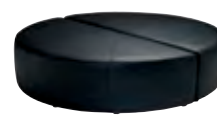
OTS



OTK



OTL



CCB



CCW

OTTOMANS

BNO08 Bench Ottoman
Black Vinyl
60"L 20"D 18"H

BN075 Bench Ottoman
White Vinyl
60"L 20"D 18"H

END02B Endless Square Ottoman
Black
34"L 34"D 15"H

END02W Endless Square Ottoman
White
34"L 34"D 15"H

SAL Sally Stool
White
12" Round 17"H

OSC Milano Cube
White Leather
17"L 17"D 18"H

OTH Milano Cube
Black Leather
17"L 17"D 18"H

PUZ2SW Puzzle Bench Ottoman
White
48"L 24"D 18"H

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H
VIB05 Yellow Vinyl
VIB06 Gold/Bronze Vinyl
VIB07 Beige Vinyl
VIB08 Orange Vinyl
VIB01 Green Vinyl
VIB02 Blue Vinyl
VIB03 Pink Vinyl
VIB04 Red Vinyl

OTS South Beach Wedge Ottoman
Platinum Suede
25"L 31"D 18"H

OTK Half Round Ottoman
Black Leather
72"L 36"D 17"H

OTL Half Round Ottoman
White Leather
72"L 36"D 17"H

CCB Circle Ottoman
Black Leather
72"L 72"D 17"H

CCW Circle Ottoman
White Leather
72"L 72"D 17"H

CCZ Circle Ottoman
Black, White Leather
72"L 72"D 17"H

GROUP SEATING



RSTDIN



DUET



CS8



CS9



SC4



SC1



XCHR



SC9



SC10



CH002



SCF



SCC



SCE



SCD



SC8



SC3



XC3



XC6



CO4

GROUP SEATING

RSTDIN Rustique Chair with arms
Gunmetal
20"L 18"D 31"H

DUET Duet Chair
Black, Chrome
21"L 23"D 33"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC1 New York Chair
Black, Maple
18"L 17"D 34"H

XCHR Christopher Chair
White Vinyl, Chrome
17"L 19"D 35"H

SC9 Panton Chair
White
20"L 24"D 33"H

SC10 Razor Chair
White
15.38"L 15.5"D 30.5"H

CH002 Wendy Chair
Clear Acrylic
15"L 20"D 36"H

SCF Fusion Chair
Black, White
19"L 21"D 32"H

SCC Fusion Chair
Clear, White
19"L 21"D 32"H

SCE Fusion Chair
Red, White
19"L 21"D 32"H

SCD Fusion Chair
Green, White
19"L 21"D 32"H

SC8 Flex Chair with wheels
24"L 22"D 31"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CO4 Iso Mesh Chair
Black
26"L 24"D 38"H

COCKTAIL TABLES



COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

SIDE AND END TABLES



TMBTBL



NEMSAC



ETBL



AURA



EOLI



E1E



E1D



E1K



E1F



E1C



CDYTB



E1W



E1Y



CUBTBL

COCKTAIL TABLES

COLI Oliver Cocktail Table
Walnut Finish
47"L 27"D 19"H

C1E Silverado Cocktail Table
Glass, Chrome
36" Round 17"H

C1D Soho Cocktail Table
Espresso, Metal
38"L 38"D 18.5"H

C1K Inspiration Cocktail Table
Glass, Brushed Steel
42"L 28"D 18"H

C1F Geo Cocktail Table
Glass, Black
50"L 22"D 16"H

C1C Geo Cocktail Table
Glass, Chrome
50"L 22"D 16"H

C1W Sydney Cocktail Table
White, Brushed Steel
48"L 26"D 18"H

C1Y Sydney Cocktail Table
Black, Brushed Steel
48"L 26"D 18"H

END TABLES

TMBTBL Timber Table
Wood
16" Round 17"H

NEMSAC Mosaic Tables, Set of 3
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

ETBL E Table
Wood
21"L 15.5"D 27.5"H

AURA Aura Round Table
White Metal
15" Round 22"H

EOLI Oliver End Table
Walnut Finish
22" Round 22"H

E1E Silverado End Table
Glass, Chrome
24" Round 22"H

E1D Soho End Table
Espresso, Metal
26"L 26"D 27"H

E1K Inspiration End Table
Glass, Brushed Steel
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

CDYTB Candy Table
White/Black Top
18"L 18"D 18"H

E1W Sydney End Table
White, Brushed Steel
27"L 23"D 22"H

E1Y Sydney End Table
Black, Brushed Steel
27"L 23"D 22"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

CONFERENCE TABLES



CG1



CF2



CE2



OCT6W



CE1



CF1



6'-CB2



MERLIN



WD3



8'-CB3



6'-CD2



8'-CD3



6'-CC6
8'-CC7
10'-CC8



6'-CT06GR
8'-C508GR
10'-CT10GR



CC5



CB1



CONF42

SAMPLE CONFERENCE SETS



CONFERENCE TABLES

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CF2 Geo Table, Rectangular
Glass, Black
60"L 36"D 29"H

CE2 Geo Table, Rectangular
Glass, Chrome
60"L 36"D 29"H

OCT6W Nova Oval Table
White, Silver Powder
Coated Legs
71"L 36"D 29"H

CE1 Geo Table, Rounded Square
Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table, Rounded Square
Glass, Black
42"L 42"D 29"H

CB2 Table
6' Graphite Nebula
72"L 42"D 29"H

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

CB3 Table
8' Graphite Nebula
96"L 48"D 29"H

CD2 Table
6' Gray Nebula
72"L 42"D 29"H

CD3 Table
8' Gray Nebula
96"L 48"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29.5"H

CC7 Table
8' Mahogany
96"L 48"D 29.5"H

CC8 Table
10' Mahogany
120"L 48"D 29.5"H

CT06GR Table
6' Granite
72"L 36"D 29"H

C508GR Table
8' Granite
96"L 44"D 29"H

CT10GR Table
10' Granite
120"L 46"D 29"H

CC5 Table
Mahogany
42" Round 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CONF42 Table
White Laminate
42" Round 29"H

EXECUTIVE CHAIRS



G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES

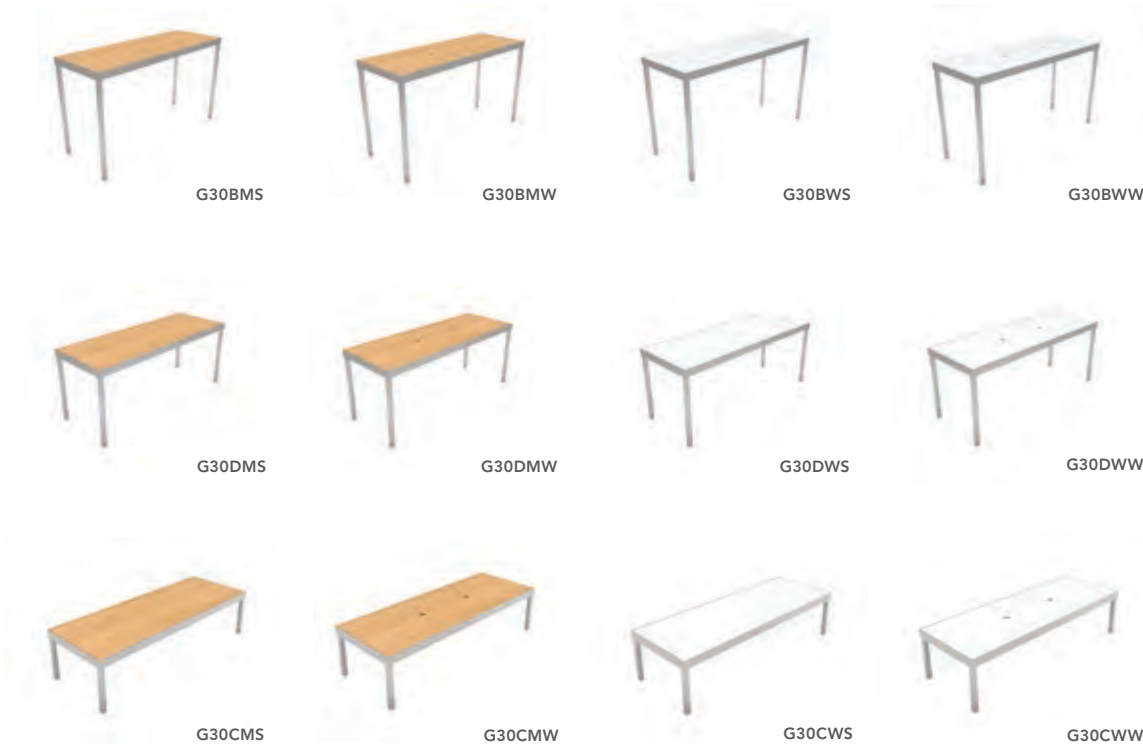
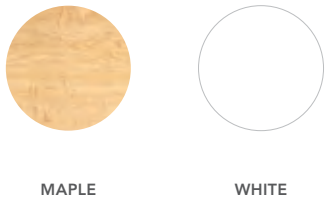


TABLE TOP OPTIONS



EXECUTIVE CHAIRS

PROEXE Pro Executive Chair
White Classic Vinyl
27.5"L 27.5"D 45.7"H
Adjustable

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H
Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H
Adjustable

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H
Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H
Adjustable

OTO Perth Chair
High Back, Black
23"L 21"D 43"H
Adjustable

BAR TABLES

G30BMS Bar Table
Maple Top
72"L 26"D 42"H

G30BMW Bar Table
with Grommet Holes,
Maple Top
72"L 26"D 42"H

G30BWS Bar Table
White Top
72"L 26"D 42"H

G30BWW Bar Table
with Grommet Holes,
White Top
72"L 26"D 42"H

CAFÉ TABLES

G30DMS Café Table
Maple Top
72"L 26"D 30"H

G30DMW Café Table
with Grommet Holes,
Maple Top
72"L 26"D 30"H

G30DWS Café Table
White Top
72"L 26"D 30"H

G30DWW Café Table
with Grommet Holes,
White Top
72"L 26"D 30"H

COCKTAIL TABLES

G30CMS Cocktail Table
Maple Top
72"L 26"D 18"H

G30CMW Cocktail Table
with Grommet Holes,
Maple Top
72"L 26"D 18"H

G30CWS Cocktail Table
White Top
72"L 26"D 18"H

G30CWW Cocktail Table
with Grommet Holes,
White Top
72"L 26"D 18"H

BARSTOOLS



RSTSTL



BS001



BS002



BS003



ROLLRD



ROLLGY



ROLLWH



ROLLBL



BSN



BCE



BSS



BST



BSL



BSC



BSD

BARSTOOLS

RSTSTL Rustique Barstool
Gunmetal
13"L 13"D 30"H

BS001 Shark Barstool
White, Chrome
22"L 19"D 34–44"H

BS002 Zoey Barstool
White, Chrome
15"L 16"D 26–30.5"H

BS003 Zoey Barstool
Black, Chrome
15"L 16"D 26–30.5"H

ROLLRD Lift Barstool
Red Vinyl
15" Round
23–33.5"H Adjustable

ROLLGY Lift Barstool
Gray Vinyl
15" Round
23–33.5"H Adjustable

ROLLWH Lift Barstool
White Vinyl
15" Round
23–33.5"H Adjustable

ROLLBL Lift Barstool
Black Vinyl
15" Round
23–33.5"H Adjustable

BSN Jetson Barstool
Black
18"L 19"D 29"H

BCE Ice Barstool
Transparent, Chrome
16"L 14"D 33"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

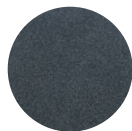
BAR TABLES



TABLE TOP OPTIONS



MAPLE



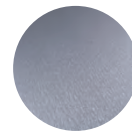
GRAPHITE NEBULA



WHITE LAMINATE



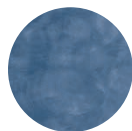
MAHOGANY



SILVER TEXTURED



BRUSHED RED



BRUSHED BLUE

BAR TABLES

Standard Black Base

30" Round 42"H

VTK Maple Top

VTJ Graphite Nebula Top

30MHSB Mahogany Top

VTG Silver Textured Top

VTB Brushed Red Top

VTC Brushed Blue Top

Standard Black Base

36" Round 42"H

VTP Maple Top

VTN Graphite Nebula Top

VTW White Laminate Top

Tulip Chrome Base

30" Round 42"H

WTK Maple Top

WTJ Graphite Nebula Top

30MHTB Mahogany Top

WTS Silver Textured Top

WTB Brushed Red Top

WTC Brushed Blue Top

Tulip Chrome Base

36" Round 42"H

WTP Maple Top

WTN Graphite Nebula Top

WTW White Laminate Top



CAFÉ TABLES



SAMPLE BAR TABLE SETS



CAFÉ TABLES

- Standard Black Base**
- 30" Round 29"H
- ZTK Maple Top
- ZTJ Graphite Nebula Top
- 30MHSC Mahogany Top
- ZTG Silver Textured Top
- ZTB Brushed Red Top
- ZTC Brushed Blue Top
- Standard Black Base**
- 36" Round 29"H
- ZTP Maple Top
- ZTN Graphite Nebula Top
- ZTQ White Laminate Top

- Tulip Chrome Base**
- 30" Round 29"H
- XTK Maple Top
- XTJ Graphite Nebula Top
- 30MHTC Mahogany Top
- XTS Silver Textured Top
- XTB Brushed Red Top
- XTC Brushed Blue Top
- Tulip Chrome Base**
- 36" Round 29"H
- XTP Maple Top
- XTN Graphite Nebula Top
- XTR White Laminate Top



TRAINING ROOM



MERLIN



WD3

BOOKCASES & PRODUCT DISPLAYS



PMB36



PMB42



PDL



36" – PDL36W
42" – PDL42W



BC6



BC7



36" – PDL36B
42" – PDL42B



ET2



ET1

UTILITY CHAIRS



SY1



DF1

TRAINING ROOM

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

BOOKCASES & PRODUCT DISPLAYS

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

Powered Locking Pedestal
White
PDL36W
24"L 24"D 36"H
PDL42W
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Granite
36"L 13"D 71"H

Powered Locking Pedestal
Black
PDL36B
24"L 24"D 36"H
PDL42B
24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

UTILITY CHAIRS

SY1 Altura Steno Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

DESKS & CREDENZAS



JD6



JD7



CR6



CR7

FILES



VF4



VF2



L26



L27

FRIDGES



R1R



R1Q

DESKS & CREDENZAS

JD6 Executive Desk
Mahogany
60" L 30" D 29" H

JD7 Executive Desk
Granite
60" L 30" D 29" H

CR6 Credenza
Mahogany
72" L 24" D 29" H

CR7 Credenza
Granite
72" L 24" D 29" H

FILES

VF4 Vertical File
4 Drawer
27" L 19" D 52" H

VF2 Vertical File
2 Drawer
27" L 19" D 28" H

L26 Lateral File
Mahogany
36" L 20" D 29" H

L27 Lateral File
Granite
36" L 20" D 29" H

FRIDGES

R1R Refrigerator
White
14.0 cubic feet
28" L 28" D 64" H

R1Q Refrigerator
White
4.0 cubic feet
20" L 22" D 33" H

MOBILE TABLET STANDS



TBBCHR



TBSHLF



TBPNTR



TBSTDW



TBSTND

LAMPS



LA15



LA14

LIGHTED PRODUCTS



CUBL20



CUBTBL

LED color guide



MOBILE TABLE STAND ACCESSORIES

**TBBCHR Brochure
Holder**
Black
8.625"L 1.1"D 11.325"H

TBSHLF Charging Shelf
Black
14.85"L 7.17"D 1"H

**TBPNTR Wireless Printer
Holder**
Black
3.3"L 1.9"D 5.28"H

MOBILE TABLE STANDS

**TBSTDW Mobile
Tablet Stand**
White
14"L 13"D 44.5"H

**TBSTND Mobile
Tablet Stand**
Black
14"L 13"D 44.5"H

LAMPS

LA15 Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 Mason Table Lamp
Brushed Silver
16" Round 26"H

LIGHTED PRODUCTS

**CUBL20 Edge
LED Cube Ottoman**
White Plastic
20"L 20"D 20"H

**CUBTBL Edge LED
Cube Table**
Plexi Top, White Plastic
20"L 20"D 20"H

BARS



BRC



BR1

Suggested Uses of Martini Bar



BARS

BRC Martini Bar Circle
Comprised of three
BR1 Martini Bars
100"L 100"D 45"H

BR1 Martini Bar
67"L 22"D 45"H

5931 West Campus Circle Drive, Irving, Texas 75063
Phone: (972) 580-9000 Fax: (972) 465-1196
Log on to **cyberservices™** at **www.theexpogroup.com**

OCTOBER 18 - 21, 2015
MCCORMICK PLACE
CHICAGO, IL

**Discount Deadline:
September 21, 2015**

		Quantity	Advance Price	Standard Price	Extended Price
SOFAS & SECTIONAL					
HEA08	Heathrow Sofa, Black Vinyl	_____ x	\$ 564.15	\$ 805.93	= _____
SO1	South Beach Sofa, Platinum Suede	_____ x	\$ 564.15	\$ 805.93	= _____
SFA001	Mirabel Sofa, Brown Leather	_____ x	\$ 669.81	\$ 956.87	= _____
SFA002	Allegro Sofa, Blue Fabric	_____ x	\$ 594.34	\$ 849.06	= _____
NPLSOF	Naples Sofa, Black Vinyl	_____ x	\$ 711.32	\$1,016.17	= _____
TANSOF	Tanfers Sofa, Beige Textured	_____ x	\$ 564.15	\$ 805.93	= _____
SOM	Key West Sofa, Black	_____ x	\$ 479.25	\$ 684.64	= _____
SFA003	Roma Sofa, White Vinyl	_____ x	\$ 677.36	\$ 967.65	= _____
HS008	Heathrow 3 pc. Sectional, Black Vinyl	_____ x	\$1,481.13	\$2,115.90	= _____
SO2	South Beach 3 pc. Sectional, Platinum Suede	_____ x	\$1,356.61	\$1,938.01	= _____
LOVESEATS					
LSM	Key West Loveseat, Black	_____ x	\$ 416.98	\$ 595.69	= _____
NPLLOV	Naples Loveseat	_____ x	\$ 598.12	\$ 854.45	= _____
CLUB CHAIRS					
CHR003	Roma Chair, White Vinyl	_____ x	\$ 462.27	\$ 660.38	= _____
CHR001	Mirabel Chair, Brown Leather	_____ x	\$ 437.74	\$ 625.34	= _____
CHR002	Allegro Chair, Blue Fabric	_____ x	\$ 416.98	\$ 595.69	= _____
NPLCHR	Naples Chair, Black Vinyl	_____ x	\$ 496.22	\$ 708.89	= _____
TANCHR	Tangiers Chair, Beige Textured	_____ x	\$ 366.04	\$ 522.91	= _____
OCB	Key West Tub Chair, Black	_____ x	\$ 337.74	\$ 482.48	= _____
HCH08	Heathrow Chair, Black Vinyl	_____ x	\$ 169.81	\$ 242.59	= _____
HC008	Heathrow Corner Chair, Black Vinyl	_____ x	\$ 473.59	\$ 676.55	= _____
OCCASIONAL CHAIRS					
SWAN	Swanson Swivel Chair, White Vinyl	_____ x	\$ 303.77	\$ 433.96	= _____
OCA	T-Vac Chair, Translucent, Chrome	_____ x	\$ 235.85	\$ 336.93	= _____
OCH	Madrid Chair, Black Leather	_____ x	\$ 547.17	\$ 781.67	= _____
BCW	Madrid Chair, White Leather	_____ x	\$ 547.17	\$ 781.67	= _____
CCE	Ice Chair, Transparent, Chrome	_____ x	\$ 186.80	\$ 266.85	= _____
LABREA	La Brea Swivel Chair, Charcoal Gray, Fabric	_____ x	\$ 349.06	\$ 498.65	= _____
MADGRY	Madden Arm Chair, Light Gray, Vinyl	_____ x	\$ 360.37	\$ 514.82	= _____
MEETING CHAIRS					
OCMESP	Meeting Chair, Espresso Leather	_____ x	\$ 235.85	\$ 336.93	= _____
OCMTAU	Meeting Chair, Taupe Fabric	_____ x	\$ 232.08	\$ 331.54	= _____

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Exhibiting Company: _____ Booth Number: _____
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OCTOBER 18 - 21, 2015
MCCORMICK PLACE
CHICAGO, IL

Discount Deadline:
September 21, 2015

		Quantity	Advance Price	Standard Price	Extended Price
OTTOMANS					
BNO08	Bench Ottoman, Black Vinyl	x	\$ 349.06	\$ 498.65	=
BNO75	Bench Ottoman, White Vinyl	x	\$ 349.06	\$ 498.65	=
END02B	Endless Square Ottoman, Black	x	\$ 303.77	\$ 433.96	=
END02W	Endless Square Ottoman, White	x	\$ 303.77	\$ 433.96	=
SAL	Ottoman, Sally Stool, White	x	\$ 58.49	\$ 83.56	=
OSC	Milano Cube, White Leather	x	\$ 107.55	\$ 153.64	=
OTH	Milano Cube, Black Leather	x	\$ 107.55	\$ 153.64	=
PUZ2SW	Puzzle Bench Ottoman, White	x	\$ 183.02	\$ 261.46	=
CUBL20	Edge LED Cube Ottoman, White Plastic	x	\$ 167.92	\$ 239.89	=
VIB005	Vibe Cube Ottoman, Yellow	x	\$ 118.87	\$ 169.81	=
VIB006	Vibe Cube Ottoman, Gold/Bronze Vinyl	x	\$ 118.87	\$ 169.81	=
VIB007	Vibe Cube Ottoman, Beige Vinyl	x	\$ 118.87	\$ 169.81	=
VIB008	Vibe Cube Ottoman, Orange Vinyl	x	\$ 118.87	\$ 169.81	=
VIB001	Vibe Cube Ottoman, Green Vinyl	x	\$ 118.87	\$ 169.81	=
VIB002	Vibe Cube Ottoman, Blue Vinyl	x	\$ 118.87	\$ 169.81	=
VIB003	Vibe Cube Ottoman, Pink Vinyl	x	\$ 118.87	\$ 169.81	=
VIB004	Vibe Cube Ottoman, Red Vinyl	x	\$ 118.87	\$ 169.81	=
OTS	South Beach Wedge Ottoman, Platinum Suede	x	\$ 269.81	\$ 385.44	=
OTK	Half Round Ottoman, Black Leather	x	\$ 328.30	\$ 469.00	=
OTL	Half Round Ottoman, White Leather	x	\$ 328.30	\$ 469.00	=
CCB	Circle Ottoman, Black Leather	x	\$ 541.51	\$ 773.58	=
CCW	Circle Ottoman, White Leather	x	\$ 541.51	\$ 773.58	=
CCZ	Circle Ottoman, Black, White Leather	x	\$ 541.51	\$ 773.58	=
GROUP SEATING					
RSTDIN	Rustique Chair w/ arms, Gunmetal	x	\$ 92.46	\$ 132.08	=
DUET	Duet Chair, Black, Chrome	x	\$ 54.72	\$ 78.17	=
SC8	Berlin Chair, Black	x	\$ 107.55	\$ 153.64	=
CS9	Berlin Chair, Red	x	\$ 107.55	\$ 153.64	=
SC4	Jetson Chair, Black	x	\$ 164.15	\$ 234.50	=
SC1	New York Chair, Black, Maple	x	\$ 164.15	\$ 234.50	=
XCHR	Christopher Chair, White Vinyl, Chrome	x	\$ 88.68	\$ 126.68	=
SC9	Panton Chair, White	x	\$ 147.17	\$ 210.24	=
SC10	Razor Chair, White	x	\$ 66.04	\$ 94.34	=
CH002	Wendy Chair, Clear Acrylic	x	\$ 100.00	\$ 142.86	=

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GROUP SEATING (CONTINUED)								
SCF	Fusion Chair, Black, White		x	\$ 118.87		\$ 169.81	=	
SCC	Fusion Chair, Clear, White		x	\$ 118.87		\$ 169.81	=	
SCE	Fusion Chair, Red, White		x	\$ 118.87		\$ 169.81	=	
SCD	Fusion Chair, Green, White		x	\$ 118.87		\$ 169.81	=	
SC8	Flex Chair w/ Wheels		x	\$ 109.43		\$ 156.33	=	
SC3	Brewer Chair, Onyx, Black		x	\$ 149.06		\$ 212.94	=	
XC3	Luxor Guest Chair, Black Leather		x	\$ 149.06		\$ 212.94	=	
XC6	Altura Guest Chair		x	\$ 139.62		\$ 199.46	=	
CO4	Iso Mesh Chair, Black		x	\$ 205.66		\$ 293.80	=	
COCKTAIL TABLES								
COLI	Oliver Cocktail Table, Walnut Finish		x	\$ 203.78		\$ 291.11	=	
C1E	Silverado Cocktail Table, Glass, Chrome		x	\$ 235.85		\$ 336.93	=	
C1D	Soho Cocktail Table, Espresso, Metal		x	\$ 337.74		\$ 482.48	=	
C1K	Inspiration Cocktail Table, Glass, Steel		x	\$ 236.15		\$ 337.36	=	
C1F	Geo Cocktail Table, Glass, Black		x	\$ 213.21		\$ 304.58	=	
C1C	Geo Cocktail Table, Glass, Chrome		x	\$ 213.21		\$ 304.58	=	
C1W	Sydney Cocktail Table, White, Steel		x	\$ 239.62		\$ 342.32	=	
C1Y	Sydney Cocktail Table, Black, Steel		x	\$ 239.62		\$ 342.32	=	
SIDE AND END TABLES								
TMBTBL	Timber Table		x	\$ 128.30		\$ 183.29	=	
NEMSAC	Mosaic Table (Set of 3)		x	\$ 188.68		\$ 269.54	=	
ETBL	E Table		x	\$ 150.94		\$ 215.63	=	
AURA	Aura Round Table		x	\$ 122.64		\$ 175.20	=	
EOLI	Oliver End Table, Walnut Finish		x	\$ 181.13		\$ 258.76	=	
E1E	Silverado End Table, Glass, Chrome		x	\$ 188.68		\$ 269.54	=	
E1D	Soho End Table, Espresso, Metal		x	\$ 303.77		\$ 433.96	=	
E1K	Inspiration End Table, Glass, Steel		x	\$ 247.17		\$ 353.10	=	
E1F	Geo End Table, Glass, Black		x	\$ 177.36		\$ 253.37	=	
E1C	Geo End Table, Glass, Chrome		x	\$ 177.36		\$ 253.37	=	
CDYTBL	Candy Table, White/Black Top		x	\$ 179.24		\$ 256.06	=	
E1W	Sydney End Table, White, Steel		x	\$ 216.98		\$ 309.97	=	
E1Y	Sydney End Table, Black, Steel		x	\$ 216.98		\$ 309.97	=	
CUBTBL	Edge LED Cube Table, Plexi Top, White		x	\$ 167.99		\$ 239.98	=	

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CONFERENCE TABLES					
CG1	Manhattan Table, Glass, Black	x	\$ 281.13	\$ 401.62	=
CF2	Geo Table, Rect., Glass, Black	x	\$ 383.02	\$ 547.17	=
CE2	Geo Table, Rect., Glass, Chrome	x	\$ 383.02	\$ 547.17	=
OCT6W	Nova Oval Table, White, Silver Legs	x	\$ 450.94	\$ 644.20	=
CE1	Geo Table, Rounded Sq., Glass, Chrome	x	\$ 269.81	\$ 385.44	=
CF1	Geo Table, Rounded Sq., Glass, Black	x	\$ 269.81	\$ 385.44	=
CB2	6' Graphite Nebula Table	x	\$ 401.88	\$ 574.12	=
MERLIN	Merlin Multi-Use Table, Gay, Black	x	\$ 292.45	\$ 417.79	=
WD3	Work Table, White, White	x	\$ 281.13	\$ 401.62	=
CB3	8' Graphite Nebula Table	x	\$ 475.48	\$ 679.25	=
CD2	6' Gray Nebula Table	x	\$ 401.88	\$ 574.12	=
CD3	8' Gray Nebula Table	x	\$ 475.48	\$ 679.25	=
CC6	6' Mahogany Table	x	\$ 401.88	\$ 574.12	=
CC7	8' Mahogany Table	x	\$ 475.48	\$ 679.25	=
CC8	10' Mahogany Table	x	\$ 711.32	\$1,016.17	=
CT06GR	6' Granite Table	x	\$ 401.88	\$ 574.12	=
CT08GR	8' Granite Table	x	\$ 475.48	\$ 679.25	=
CT10GR	10' Granite Table	x	\$ 711.32	\$1,016.17	=
CC5	42" Round Mahogany Table	x	\$ 326.42	\$ 466.31	=
CB1	42" Round Graphite Nebula Table	x	\$ 326.42	\$ 466.31	=
CONF42	42" Round White Laminate Table	x	\$ 326.42	\$ 466.31	=

EXECUTIVE CHAIRS

PROEXE	Pro Executive Chair, White Vinyl	x	\$ 275.47	\$ 393.53	=
XC2	Luxor Exec. Chair, Mid Back, Black Leather	x	\$ 167.92	\$ 239.89	=
XC1	Luxor Exec. Chair, High Back, Blk. Leather	x	\$ 183.02	\$ 261.46	=
XC5	Altura Exec. Chair, Mid Back, Blk. Crepe	x	\$ 158.49	\$ 226.42	=
XC4	Altura Exec. Chair, High Back, Blk. Crepe	x	\$ 177.36	\$ 253.37	=
OTO	Perth Chair, High Back, Black	x	\$ 264.15	\$ 377.36	=

COMMUNAL BAR, CAFÉ & COCKTAIL TABLES

G30BMS	Bar Table, Maple Top	x	\$ 564.15	\$ 805.93	=
G30BMW	Bar Table w/ Grommet Holes, Maple Top	x	\$ 564.15	\$ 805.93	=
G30BWS	Bar Table, White Top	x	\$ 564.15	\$ 805.93	=
G30BWW	Bar Table w/ Grommet Holes, White Top	x	\$ 564.15	\$ 805.93	=
G30DMS	Café Table, Maple Top	x	\$ 450.94	\$ 644.20	=
G30DMW	Café Table w/ Grommet Holes, Maple Top	x	\$ 450.94	\$ 644.20	=
G30DWS	Café Table, White Top	x	\$ 450.94	\$ 644.20	=
G30DWW	Café Table w/ Grommet Holes, White Top	x	\$ 450.94	\$ 644.20	=
G30CMS	Cocktail Table, Maple Top	x	\$ 315.09	\$ 450.13	=
G30CMW	Cocktail Table w/ Grommet Holes, Maple	x	\$ 315.09	\$ 450.13	=
G30CWS	Cocktail Table, White Top	x	\$ 315.09	\$ 450.13	=
G30CWW	Cocktail Table w/ Grommet Holes, White	x	\$ 315.09	\$ 450.13	=

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BARSTOOLS								
RDTSTL	Rustique Barstool, Gunmetal		x	\$ 111.32		\$ 159.03	=	
BS001	Shark Swivel Barstool, White, Chrome		x	\$ 269.81		\$ 385.44	=	
BS002	Zoey Swivel Barstool, White, Chrome		x	\$ 247.17		\$ 353.10	=	
BS003	Zoey Swivel Barstool, Black, Chrome		x	\$ 247.17		\$ 353.10	=	
ROLRD	Lift Barstool, Red Vinyl		x	\$ 179.24		\$ 256.06	=	
ROLLGY	Lift Barstool, Gray Vinyl		x	\$ 179.24		\$ 256.06	=	
ROLLWH	Lift Barstool, White Vinyl		x	\$ 179.24		\$ 256.06	=	
ROLLBL	Lift Barstool, Black Vinyl		x	\$ 179.24		\$ 256.06	=	
BSN	Jetson Barstool, Black		x	\$ 194.34		\$ 277.63	=	
BCE	Ice Barstool, Transparent, Chrome		x	\$ 224.53		\$ 320.75	=	
BSS	Banana Barstool, Black, Chrome		x	\$ 211.32		\$ 301.89	=	
BST	Banana Barstool, White, Chrome		x	\$ 211.32		\$ 301.89	=	
BSL	Gin Barstool, Maple, Chrome		x	\$ 167.92		\$ 239.89	=	
BSC	Oslo Barstool, White		x	\$ 222.64		\$ 318.06	=	
BSD	Oslo Barstool, Blue		x	\$ 222.64		\$ 318.06	=	
BAR TABLES								
VTK	30" Round, 42" H, Maple Top, Standard Black Base		x	\$ 209.43		\$ 299.19	=	
VTJ	30" Round, 42" H Graphite Nebula Top, Stand. Blk. Base		x	\$ 183.02		\$ 261.46	=	
30MHSB	30" Round, 42" H Mahogany Top, Standard Black Base		x	\$ 183.02		\$ 261.46	=	
VTG	30" Round, 42" H Silver Textured Top, Stand. Blk. Base		x	\$ 183.02		\$ 261.46	=	
VTB	30" Round, 42" H Brushed Red Top, Stand. Black Base		x	\$ 183.02		\$ 261.46	=	
VTC	30" Round, 42" H Brushed Blue Top, Stand. Black Base		x	\$ 183.02		\$ 261.46	=	
VTP	36" Round, 42" H Maple Top, Standard Black Base		x	\$ 224.53		\$ 320.75	=	
VTN	36" Round, 42" H Graphite Nebula Top, Stand. Blk. Base		x	\$ 224.53		\$ 320.75	=	
VTW	36" Round, 42" H White Laminate Top, Stand. Blk. Base		x	\$ 224.53		\$ 320.75	=	
WTK	30" Round, 42" H Maple Top, Tulip Chrome Base		x	\$ 322.64		\$ 460.92	=	
WTJ	30" Round, 42" H Graphite Nebula Top, Tulip Chr. Base		x	\$ 322.64		\$ 460.92	=	
30MHTB	30" Round, 42" H Mahogany Top, Tulip Chrome Base		x	\$ 322.64		\$ 460.92	=	
WTS	30" Round, 42" H Silver Textured Top, Tulip Chr. Base		x	\$ 322.64		\$ 460.92	=	
WTB	30" Round, 42" H Brushed Red Top, Tulip Chrome Base		x	\$ 322.64		\$ 460.92	=	
WTC	30" Round, 42" H Brushed Blue Top, Tulip Chrome Base		x	\$ 322.64		\$ 460.92	=	
WTP	36" Round, 42" H Maple Top, Tulip Chrome Base		x	\$ 337.74		\$ 482.48	=	
WTN	36" Round, 42" H Graphite Nebula Top, Tulip Chr. Base		x	\$ 337.74		\$ 482.48	=	
WTW	36" Round, 42" H White Laminate Top, Tulip Chr. Base		x	\$ 337.74		\$ 482.48	=	

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CALCULATING YOUR TOTAL

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CAFE TABLES					
ZTK	30" Round, 29" H, Maple Top, Standard Black Base	_____ x	\$ 190.57	\$ 272.24	= _____
ZTJ	30" Round, 29" H Graphite Nebula Top, Stand. Blk. Base	_____ x	\$ 169.81	\$ 242.59	= _____
30MHSC	30" Round, 29" H Mahogany Top, Standard Black Base	_____ x	\$ 235.85	\$ 336.93	= _____
ZTG	30" Round, 29" H Silver Textured Top, Stand. Blk. Base	_____ x	\$ 169.81	\$ 242.59	= _____
ZTB	30" Round, 29" H Brushed Red Top, Stand. Black Base	_____ x	\$ 169.81	\$ 242.59	= _____
ZTC	30" Round, 29" H Brushed Blue Top, Stand. Black Base	_____ x	\$ 169.81	\$ 242.59	= _____
ZTP	36" Round, 29" H Maple Top, Standard Black Base	_____ x	\$ 207.55	\$ 296.50	= _____
ZTN	36" Round, 29" H Graphite Nebula Top, Stand. Blk. Base	_____ x	\$ 207.55	\$ 296.50	= _____
ZTQ	36" Round, 29" H White Laminate Top, Stand. Blk. Base	_____ x	\$ 207.55	\$ 296.50	= _____
XTK	30" Round, 29" H Maple Top, Tulip Chrome Base	_____ x	\$ 303.77	\$ 433.96	= _____
XTJ	30" Round, 29" H Graphite Nebula Top, Tulip Chr. Base	_____ x	\$ 303.77	\$ 433.96	= _____
30MHTC	30" Round, 29" H Mahogany Top, Tulip Chrome Base	_____ x	\$ 303.77	\$ 433.96	= _____
XTS	30" Round, 29" H Silver Textured Top, Tulip Chr. Base	_____ x	\$ 303.77	\$ 433.96	= _____
XTB	30" Round, 29" H Brushed Red Top, Tulip Chrome Base	_____ x	\$ 303.77	\$ 433.96	= _____
XTC	30" Round, 29" H Brushed Blue Top, Tulip Chrome Base	_____ x	\$ 303.77	\$ 433.96	= _____
XTP	36" Round, 29" H Maple Top, Tulip Chrome Base	_____ x	\$ 322.64	\$ 460.92	= _____
XTN	36" Round, 29" H Graphite Nebula Top, Tulip Chr. Base	_____ x	\$ 322.64	\$ 460.92	= _____
XTR	36" Round, 29" H White Laminate Top, Tulip Chr. Base	_____ x	\$ 322.64	\$ 460.92	= _____
TRAINING ROOM					
MERLIN	Merlin Multi Use Table	_____ x	\$ 292.45	\$ 417.79	= _____
WD3	Work Table	_____ x	\$ 281.13	\$ 401.62	= _____
BOOKCASES & PRODUCT DISPLAY					
PMB36	Plastic Pedestal, Black, 24"L 24"D 36"H	_____ x	\$ 337.74	\$ 482.48	= _____
PMB42	Plastic Pedestal, Black, 24"L 24"D 42"H	_____ x	\$ 394.34	\$ 563.34	= _____
PDL	Locking Door Pedestal, Black, 24"L 24"D 42"H	_____ x	\$ 405.66	\$ 579.51	= _____
PDL36W	Powdered Locking Pedestal, White, 24"L 24"D 36"H	_____ x	\$ 405.66	\$ 579.51	= _____
PSL42W	Powdered Locking Pedestal, White, 24"L 24"D 42"H	_____ x	\$ 484.90	\$ 692.72	= _____
BC6	Bookcase, Mahogany	_____ x	\$ 326.42	\$ 466.31	= _____
BC7	Bookcase, Granite	_____ x	\$ 292.45	\$ 417.79	= _____
PDL36B	Powdered Locking Pedestal, Black, 24"L 24"D 36"H	_____ x	\$ 405.66	\$ 579.51	= _____
PDL42B	Powdered Locking Pedestal, Black, 24"L 24"D 42"H	_____ x	\$ 484.90	\$ 692.72	= _____
ET2	Etagere, Black	_____ x	\$ 194.34	\$ 277.63	= _____
ET1	Etagere, Pewter	_____ x	\$ 194.34	\$ 277.63	= _____
UTILITY CHAIRS					
SY1	Altura Steno Chair, Black Crepe	_____ x	\$ 137.74	\$ 196.77	= _____
DF1	Altura Drafting Stool, Black Crepe	_____ x	\$ 167.92	\$ 239.89	= _____

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DESKS & CREDENZAS								
JD6	Executive Desk, Mahogany		x	\$ 473.59		\$ 676.55	=	
JD7	Executive Desk, Graphite		x	\$ 462.27		\$ 660.38	=	
CR6	Credenza, Mahogany		x	\$ 473.59		\$ 676.55	=	
CR7	Credenza, Graphite		x	\$ 450.94		\$ 644.20	=	
FILES								
VF4	Vertical File, 4 Drawer		x	\$ 216.98		\$ 309.97	=	
VF2	Vertical File, 2 Drawer		x	\$ 158.49		\$ 226.42	=	
L26	Lateral File, Mahogany		x	\$ 371.70		\$ 531.00	=	
L27	Lateral File, Granite		x	\$ 360.37		\$ 514.82	=	
REFRIGERATORS								
R1R	White, 14.0 cubic feet		x	\$ 737.74		\$1,053.91	=	
R1Q	White, 4.0 cubic feet		x	\$ 258.49		\$ 369.27	=	
MOBILE TABLE STANDS								
TBBCHR	Brochure Holder, Black		x	\$ 54.72		\$ 78.17	=	
TBSHLF	Charging Shelf, Black		x	\$ 54.72		\$ 78.17	=	
TBPNTR	Wireless Printer Holder		x	\$ 54.72		\$ 78.17	=	
TBSTDW	Mobile Tablet Stand, White		x	\$ 235.85		\$ 336.93	=	
TBSTND	Mobile Tablet Stand, Black		x	\$ 235.85		\$ 336.93	=	
LAMPS								
LA15	Mason, Silver Floor Lamp		x	\$ 186.80		\$ 266.85	=	
LA14	Mason, Silver Table Lamp		x	\$ 122.64		\$ 175.20	=	
LIGHTED PRODUCTS								
CUBL20	Edge LED Cube Ottoman		x	\$ 167.92		\$ 239.89	=	
CUBTBL	Edge LED Cube Table		x	\$ 167.92		\$ 239.89	=	
BARS								
BRC	Martini Bar Circle (3)		x	\$3,296.22		\$4,708.89	=	
BR1	Martini Bar		x	\$1,145.28		\$1,636.12	=	

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Cancellation after furniture is delivered is 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	Taxes and Fees Multiplied by 9% _____
	Delivery Charge \$ 75.00 _____
	TOTAL _____

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: ____/____/____

Simple, yet impactful designs created and built just for you. Yours to own after the show, making them a terrific value. All options are:

- Big Branding. Lots of creative space to show off your marketing message.
- Easy to set up and dismantle. Do it yourself, or hire labor to assist you.
- Lightweight. Saves money in shipping and material handling.
- Durable. Use them show after show and great for internal events too.
- Good Value. Well priced investment.

Exhibit Backwalls



Counters



Banner Stands



Hanging Signs



Accessories



D5 Milan FlatWall



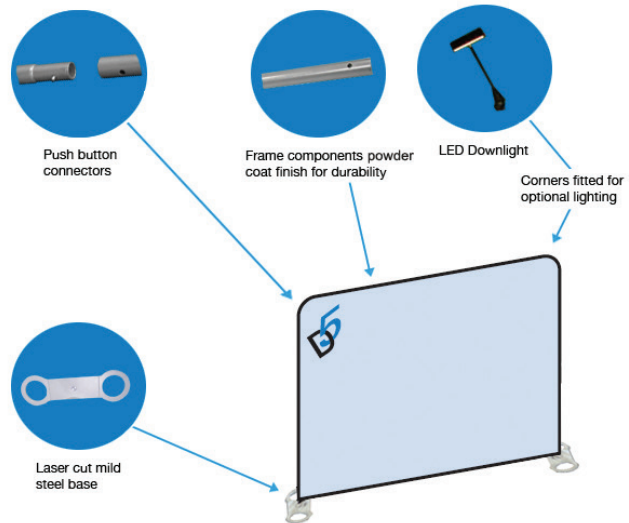
D5 MILAN FLATWALL (CMIL-00-002)

Seamless photorealistic fabric graphic wall on a lightweight aluminum frame with push button fit connections. Graphic is pillow case fit with a zipper closure along the bottom. Assembly time approx 8 minutes. Travel bag included. Lighting options available.

Dimensions: 115" w x 88" h

Weight: 29 lbs

Packed size: 13" w x 13" d x 33" l



D5 Milan Curve



CURVED BACKWALL (CMIL-00-005)

Seamless curved fabric graphic wall fitted on a lightweight aluminum frame with push button fit connections. Graphic is pillow case fit with a zipper closure along the bottom. Assembly time approx 8 minutes. Travel bag included. Lighting options available.

Dimensions: 114" w x 88" h

Weight: 29 lbs

Packed size: 13" w x 13" d x 33" l



8ft Flat Fabric Mural with End Caps



8FT FLAT FABRIC MURAL (FAM-00-009)

This portable billboard makes a big impression, with the end caps giving 3D depth. The high resolution fabric graphic velcro mounts to the frame and can be left attached for shipping at the end of the show. Assembly time approx 5 minutes. Travel bag included. Shipping case & lighting options available.

Dimensions: 88.5" w x 88.5" h
Weight: 30lbs
Packed size: 13" w x 13" d x 33" l



10ft Flat Fabric Mural with End Caps



10FT FLAT FABRIC MURAL (FAM-00-010)

For an even bigger impact this display provides over 86 sq ft of image. The high resolution fabric graphic velcro mounts to the frame and can be left attached for shipping at the end of the show. Assembly time approx 5 minutes. Travel bag included. Shipping case & lighting options available.

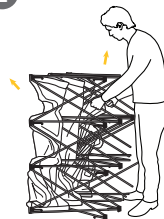
Dimensions: 117" w x 88.5" h
Weight: 35lbs
Packed size: 13" w x 19" d x 33" l



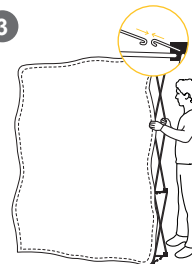
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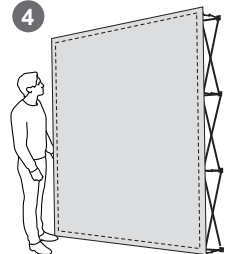
2



3



4



Curved Podium



Fabric wrap simply connects with rear zippers providing easy access for storage.



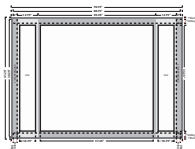
CURVED PODIUM (CMIP-00-001)

Lightweight aluminum frame with a wrapped seamless full color graphic. Frame, graphic, counter top and travel bag included. Cable management for ipads, monitors ect. is optional.

Load Bearing Capacity: 200 lbs
Dimensions: 30" w x 39" h x 15" d
Weight: 15 lbs
Packed size: 13" w x 19" d x 33" l



Rectangular Counter



RECTANGULAR COUNTER (BLC-00-001,2,3)

Easy to set up pop up counter that combines good looks with strength. The full color fabric wrap attaches with velcro and can stay attached for shipping in its padded trolley bag with wheels.

The open back provides access to two storage shelves and the laminated counter top comes in three colors.

Load bearing: 75lbs
Dimensions: 41.75" w x 40" h x 15.75" d
Weight: 35 lbs
Packed size: 9" w x 17" d x 47" l



Color options for top shelf:

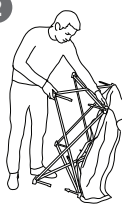
Blizzard Counter comes with 2 inner shelves and a top shelf



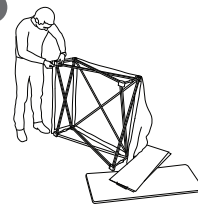
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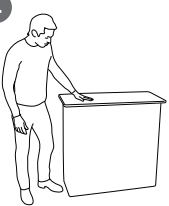
2



3



4



Case to Counter Conversion



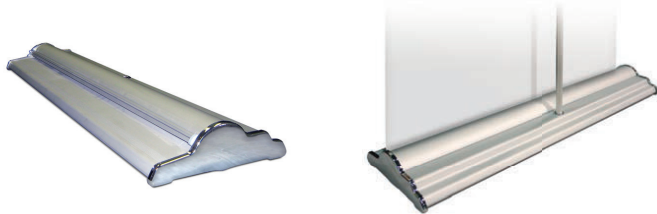
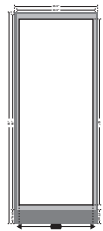
CASE TO COUNTER CONVERSION (BCS-05-004)

Our oval rotomoulded shipping case with wheels provides secure shipping for your lighting accessories D5 Milan or Fabric Mural display and can become a counter with a full fabric graphic wrap that simply slips over the case and has a laminated wood counter top insert.

Load Bearing Capacity: 100 lbs
Dimensions: 22" w x 37.5" h x 12" d
Weight: 18 lbs
Packed size: 24" w x 16" d x 38" l



Single Sided Pull Up Banner



PULL UP BANNER (BSI-00-002)

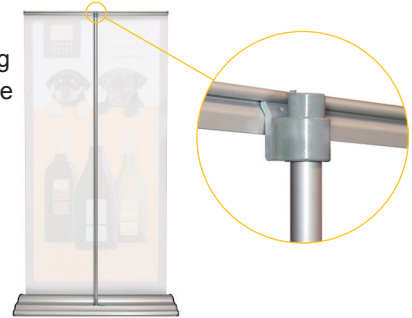
The sleek polished aluminum base unit provides all the stability for this stylish display. They can be used in pairs and threes to create back walls. The full color Poly Satin fabric graphic is included.

Simple to set up with a 3 part connected pole, the display comes complete with a durable padded travel bag that has a shoulder strap for carrying.

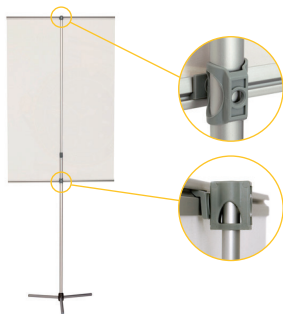
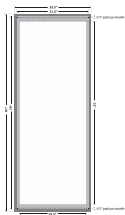
Dimensions: 33.5" w x 86" h
Packed Weight: 13 lbs
Packed size 9" w x 4" d x 36" l



Hook up to the top profile easily by inserting the end of the pole to the slot of the profile.



Single Sided Tension Banner



This tripod creates a very stable solution.

SINGLE SIDED TENSION BANNER (BTW-00-018)

Light weight with no loose components and finished in polished satin aluminum. This display extends to its full height with a simple twist to unlock the pole lift and twist to lock again and it is complete.

Easy travel:

With the display comes an attractive and durable bag equipped with a shoulder strap.



Dimensions: 31.5" w x 75" h
Packed Weight: 8.4 lbs
Packed size: 5" w x 5" d x 47" l



Slimline Single sided Pull up Banner



SLIMLINE PULL UP BANNER (BVE-00-001)

This is our most compact display with a slimline base at only 24" wide, perfect where you need a minimal footprint on your booth with maximum impact. Super lightweight at just 3lbs, this display comes complete with its PolySatin fabric graphic and carry bag that has a convenient shoulder strap

Dimensions: 24" w x 79" h

Packed Weight: 6 lbs

Packed size: 4" w x 4" d x 26" l



Aluminum frame structure with push fit connection top and bottom frames and simple allen key screws for the uprights. All components are powder coated for durability and to prevent marking of the graphic.

The seamless full color fabric graphic can be printed one or both sides and have an integral internal light blocker to prevent any shadowing effects from overhead lighting.

Every kit includes the frame, graphic, harness kit and travel bag.

Assembly time 15 minutes.

Circular Hanging Sign



CIRCULAR HANGING SIGN DIMENSIONS:

Circular Frame 96" w x 42" h CHHA-00-005, 006	Hanging weight 38lbs
Circular Frame 120" w x 42" h CHHA-00-013, 014	Hanging weight 45lbs
Circular Frame 144" w x 42" h CHHA-00-019, 020	Hanging weight 53lbs

Square Hanging Sign



SQUARE HANGING SIGN DIMENSIONS:

Square Frame 96" w x 96" d x 42" h CHSQ-00-003, 004	Hanging weight 49lbs
Square Frame 120" w x 120" d x 42" h CHSQ-00-005, 006	Hanging weight 58lbs
Square Frame 144" w x 144" d x 42" h CHSQ-00-007, 008	Hanging weight 71lbs

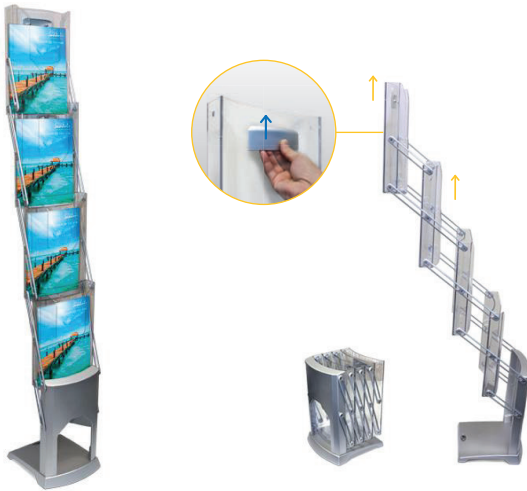
Flat Triangular Hanging Sign



FLAT TRIANGULAR SIGN DIMENSIONS:

Triangular Frame 96" w x 96" d x 42" h CHTR-00-003, 004	Hanging weight 37lbs
Triangular Frame 120" w x 120" d x 42" h CHTR-00-005, 006	Hanging weight 44lbs
Triangular Frame 144" w x 144" d x 42" h CHTR-00-007, 008	Hanging weight 53lbs

Literature Stand



LITERATURE STAND (LRS-00-007)

This brochure stand is simple to set up, just lift and snap the lock in place. To take down, squeeze to release the lock and it will effortlessly lower to the floor. Literature can even be left in the pockets when collapsed. Pockets are made from shatter resistant polycarbonate for durability.



The locking mechanism is fully engaged.

Disengage the locking mechanism by squeezing both ends.



iPad and Tablet Stand

iPad 2,3,4 /
iPad Air Stand



Galaxy 10.1 Stand



IPAD AND TABLET STAND

Designed with security in mind, these displays all lock your device in place and the home button is covered so that the content is protected. Also there is access for a power lead to recharge the units while still in the stand.

The holder is able to rotate 360 degrees and has a 90 degree tilt as well. The modern design combines good looks with strength and usability.

Models available to suit these tablets.

A - iPad 2, 3 & 4

CIPM-01-009

B - iPad Air

CIPM-01-014, 019

C - Galaxy 10.1

CIPM-01-028

5931 West Campus Circle Drive, Irving, Texas 75063
Phone: (972) 580-9000 Fax: (972) 465-1196
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OCTOBER 18 - 21, 2015
MCCORMICK PLACE
CHICAGO, IL

The Expo Group Exhibit Modular Solutions Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation for purchase.

Installation & dismantle labor is not included. To order labor, please see Labor Forms.
Electrical service is not included. To order electrical service, please see Electrical Service Form.

	Item Number	Description	Price	Qty.	Total
Exhibit	All backwalls include the frame, fabric graphic, and travel bag				
Backwalls	CMIL-00-002	10 ft. D5 Milan FlatWall	\$2,874.00	x _____	= _____
	CMIL-00-005	10 ft. D5 Milan Curve	\$3,001.00	x _____	= _____
	FAM-00-009	8 ft. Flat Fabric Mural with End Caps	\$2,721.00	x _____	= _____
	FAM-00-010	10 ft. Flat Fabric Mural with End Caps	\$2,081.00	x _____	= _____
Counters	All counters include the frame, fabric graphic, and travel bag				
	CMIP-00-001	Curved Podium	\$1,078.00	x _____	= _____
	BLC-00-001	Rectangular Counter w/White Counter	\$ 889.00	x _____	= _____
	BLC-00-002	Rectangular Counter w/Grey Counter	\$ 889.00	x _____	= _____
	BLC-00-003	Rectangular Counter w/Wood Counter	\$ 889.00	x _____	= _____
	BCS-05-004	Case to Counter Conversion-Full Oval Case Only	\$ 596.70	x _____	= _____
	BCS-02-003	Case to Counter Conversion-Full Oval Graphic Wrap	\$ 555.00	x _____	= _____
Accessories	LRS-00-007	Literature Stand-includes stand & travel bag	\$ 547.00	X _____	= _____
	CIPM-01-009	iPad Stand Quick Release Lockable(iPad 2,3,4)	\$ 955.00	X _____	= _____
	CIPM-01-019	iPad Air Stand Secured	\$ 725.00	X _____	= _____
	CIPM-01-028	Galaxy 10.1 Tab 2 Stand Secured	\$ 759.00	x _____	= _____
	ELI-05-001	LED Light 150W Equivalent Spotlight-Silver	\$ 234.00	X _____	= _____
	ELI-05-002	LED Light 150W Equivalent Spotlight-Black	\$ 234.00	X _____	= _____

TEG will provide graphic templates for your original artwork. Please call your CAM for details.

Cancellation Policy: Once graphics are submitted, all sales final and no refunds will be given thereafter. A 50% penalty is charged for cancellations after the Discount Deadline Date and prior to 2 weeks prior to 1st day of Exhibitor Move-In. No refunds will be made thereafter.

ADDITIONAL INFORMA	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	50% Expedite Fee if ordered after 3 weeks prior to 1st day of Exhibitor Move-In _____
	100% Expedite Fee if ordered after 2 weeks prior to 1st day of Exhibitor Move-In _____
	Expedited Shipping Rates will apply Subtotal _____
	Taxes and Fees Multiplied by 9% of the Above Amount _____
	TOTAL _____

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: ____/____/____

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Electrical service is not included. To order electrical service, please see Electrical Service Form.

	Item Number	Description	Price	Qty.	Total
Hanging Signs	All signs include the frame, fabric graphic, harness kit, and travel bag				
	<i>Circular Hanging Signs</i>				
	CHHA-00-005	8' Single Sided	\$3,421.00	x _____ =	_____
	CHHA-00-006	8' Double Sided	\$4,010.00	x _____ =	_____
	CHHA-00-013	10' Single Sided	\$4,078.00	x _____ =	_____
	CHHA-00-014	10' Double Sided	\$4,814.00	x _____ =	_____
	CHHA-00-019	12' Single Sided	\$4,916.00	x _____ =	_____
	CHHA-00-020	12' Double Sided	\$5,799.00	x _____ =	_____
	<i>Square Hanging Sign</i>				
	CHSQ-00-003	8' Single Sided	\$4,163.00	x _____ =	_____
	CHSQ-00-004	8' Double Sided	\$4,909.00	x _____ =	_____
	CHSQ-00-005	10' Single Sided	\$5,037.00	x _____ =	_____
	CHSQ-00-006	10' Double Sided	\$5,971.00	x _____ =	_____
	CHSQ-00-007	12' Single Sided	\$5,954.00	x _____ =	_____
	CHSQ-00-008	12' Double Sided	\$7,074.00	x _____ =	_____
	<i>Flat Triangular Sign</i>				
	CHTR-00-003	8' Single Sided	\$3,024.00	x _____ =	_____
	CHTR-00-004	8' Double Sided	\$3,584.00	x _____ =	_____
	CHTR-00-005	10' Single Sided	\$3,863.00	x _____ =	_____
	CHTR-00-006	10' Double Sided	\$4,563.00	x _____ =	_____
	CHTR-00-007	12' Single Sided	\$4,571.00	x _____ =	_____
	CHTR-00-008	12' Double Sided	\$5,411.00	x _____ =	_____
Banner Stands	All stands include the frame, fabric graphic, and travel bag				
	BSI-00-002	Single Sided Pull Up Banner	\$ 564.00	X _____ =	_____
	BTW-00-018	Single Sided Tension Banner	\$ 377.00	X _____ =	_____
	BE-00-001	Slimline Pull Up Banner	\$ 467.00	X _____ =	_____

TEG will provide graphic templates for your original artwork. Please call your CAM for details.

Cancellation Policy: Once graphics are submitted, all sales final and no refunds will be given thereafter. A 50% penalty is charged for cancellations after the Discount Deadline Date and prior to 2 weeks prior to 1st day of Exhibitor Move-In. No refunds will be made thereafter.

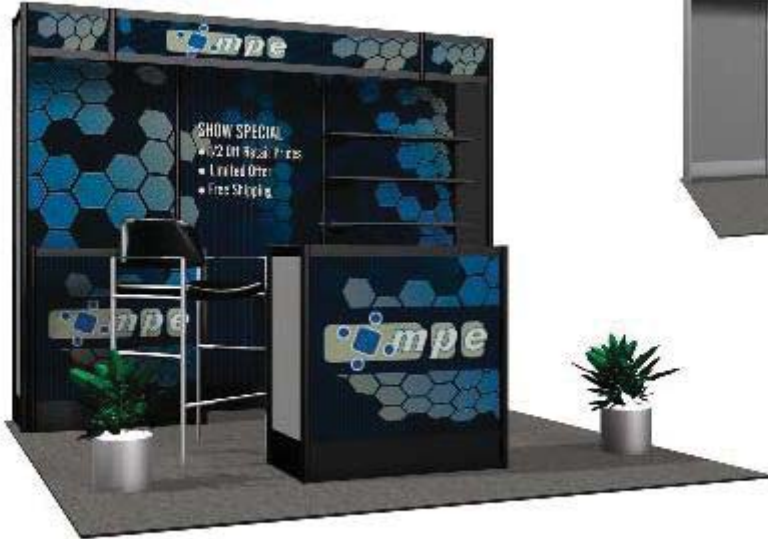
ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	50% Expedite Fee if ordered after 3 weeks prior to 1st day of Exhibitor Move-In _____
	100% Expedite Fee if ordered after 2 week prior to 1st day of Exhibitor Move-In _____
	Expedited Shipping Rates will apply Subtotal _____
	Taxes and Fees Multiplied by 9% of the Above Amount _____
	TOTAL _____

Exhibiting Company: _____ Booth Number: _____

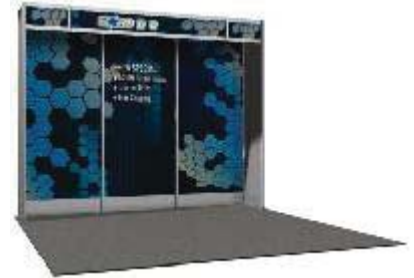
Print Name: _____

Authorizer's Signature: _____ Date: ____/____/____

The Essential is a basic exhibit with a straight back wall that creates an open gathering place on the show floor. Make a bigger splash by ordering the Designer version. Exhibits include the header, three stem lights per 10x10, standard carpeting, daily cleaning and shipping, installation and dismantle labor for the exhibit.



Basic 10x10



Designer 10x10

To achieve this look, order the Essential Designer 10x10 in black metal, plus two black metal Essential Credenzas (ACC2) and three Straight Black Laminate Shelves (ACC14) from the Accessories page. Floral and furniture can be ordered separately.

* Exhibits on this page are available in black or silver metal.



Designer 10x20



To achieve this look, order the Essential Designer 10x20, plus six Straight Black Laminate Shelves (ACC14), one Essential Credenza (ACC2) and one Product Display Case (ACC17) from the Accessories page. Floral, furniture and audio-visual equipment can be ordered separately.



Basic 10x20

To order exhibits, proceed to the Modular Rental Exhibits order form.

theexpogroup.com | 800-736-7775

THE EXPO GROUP

Contemporary

With its futuristic design and bold use of metal, the Contemporary is an ideal backdrop for your newest product launch. Exhibits include the header, four stem lights per 10x10, standard carpeting, daily cleaning and shipping, installation and dismantle labor for the exhibit.



Basic 10x10



Designer 10x10



To achieve this look, order the Contemporary Designer 10x10, plus one Contemporary Credenza (ACC5) and one Contemporary Computer Pedestal (ACC7) from the Accessories page. Floral, furniture and audio-visual equipment can be ordered separately.



Basic 10x20



To achieve this look, order the Contemporary Designer 10x20, plus one Contemporary Credenza (ACC5) and two Contemporary Computer Pedestal (ACC7) from the Accessories page. Floral, furniture and audio-visual equipment can be ordered separately.



Designer 10x20

To order exhibits, proceed to the Modular Rental Exhibits order form.

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Rental Exhibits

THE EXPO GROUP

Euro

Everybody's going global, and for good reason. Show off your worldwide appeal in the Euro, with its trendy truss and wavy back wall. Exhibits include the header, four stem lights per 10x10, standard carpeting, daily cleaning and shipping, installation and dismantle labor for the exhibit.



Designer 10x10



Basic 10x10

To achieve this look, order the Euro Designer 10x10 plus one Floor Can Light (ACC12) from the Accessories page. Floral, furniture and audio-visual equipment can be ordered separately.



Designer 10x20



Basic 10x20



Rental Exhibits

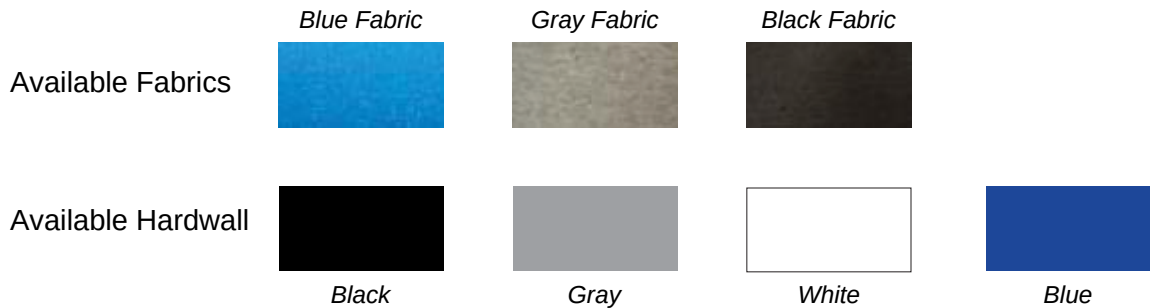
To achieve this look, order the Euro Designer 10x20 plus two Floor Can Lights (ACC12) from the Accessories page. Floral, furniture and audio-visual equipment can be ordered separately.

To order exhibits, proceed to the Modular Rental Exhibits order form.

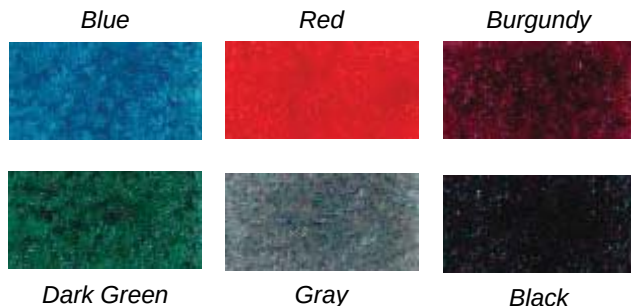
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Rental options and accessories can help attract attention on the show floor. Different panel and carpeting colors emphasize your marketing message. Shelving, credenzas and display cases help you showcase the products or literature you want attendees to notice.

Panel Colors

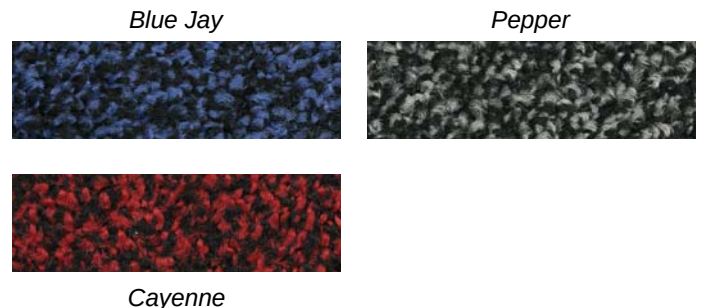


Carpet Colors



Green Carpet Options

Made from recycled products and cut as custom or standard sizes.



Standard Header Font Styles

Friz Quadrata Bold

Cooper Black

Helvetica Bold

Castle T Bold

Header Fonts available in red, blue and black.
Custom Headers are available.

Rental Exhibits

To order exhibits, proceed to the Modular Rental Exhibits order form.

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MOS Package Options	Select one:	BASIC 10'X10'	DESIGNER 10'X10'	BASIC 10'X20'	DESIGNER 10'X20'
	Essential	☐ \$1,295.00	☐ \$2,295.00	☐ \$2,595.00	☐ \$4,255.00
	Contemporary	☐ \$1,655.00	☐ \$2,795.00	☐ \$2,995.00	☐ \$4,495.00
	Euro	☐ \$1,895.00	☐ \$3,035.00	☐ \$3,555.00	☐ \$4,895.00
**Essential only chose metal color: ☐ Silver ☐ Black					
Display Panel Options	<i>Please choose only one:</i> Fabric: ☐ Blue Fabric ☐ Gray Fabric ☐ Black Fabric Hardwall: ☐ Black ☐ Gray ☐ White ☐ Blue (Pegboard, Slat Wall and Grid Wall are available. Contact your Customer Account Manager.)				
Carpet Color	Carpet is included with the exhibit. <i>Please choose only one:</i> ☐ Blue ☐ Red ☐ Burgundy ☐ Blue Jay ☐ Pepper ☐ Dark Green ☐ Gray ☐ Black ☐ Cayenne				
Header Options	☐ Standard Header Copy _____ (Please type or print) ☐ Custom Header \$250.00 Visit www.theexpogroup.com/graphicformats to send your logo and artwork via FTP. Letter Color: ☐ Red ☐ Blue ☐ Black Font Type: ☐ Friz Quadrata Bold ☐ Castle T Bold ☐ Helvetica Bold ☐ Cooper Black				
Graphic Options	Custom Digital Graphics are included in the price of a Designer rental package. This includes the \$125.00 Digital Set-up Fee. Please visit www.theexpogroup.com/graphicformats for details on how to format your graphics and send via FTP. Final approval for graphics must be received 2 weeks prior to 1st day of Exhibitor Move-in or a 100% expedite fee will apply.				

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline Date and prior to 2 weeks prior to 1st day of Exhibitor Move-In. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Rental Exhibit _____
Exhibit Booth Rental orders requested on-site are subject to availability and may incur additional fees.	Custom Header (If applicable) _____
	50% Expedite Fee if ordered after 3 weeks prior to 1st day of Exhibitor Move-In _____
	100% Expedite Fee if ordered after 2 weeks prior to 1st day of Exhibitor Move-In _____
	Subtotal _____
	Taxes and Fees Multiplied by 9% of Subtotal _____
	TOTAL _____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____
 Authorizer's Signature: _____ Date: ____/____/____

Accessories

All accessories on this page (ACC1-ACC10) can be ordered with Digital Graphics and are available in your choice of fabric or hardwall color. Refer to the Color Selections page for examples of panel colors.



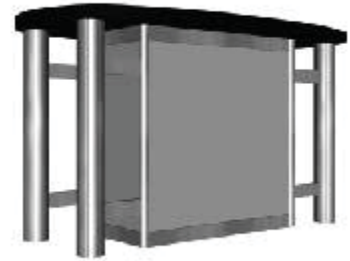
ACC1

Curved Reception Counter with Open Back
Size: 60^{1/2}" wide x 20" deep x 42" high
Open back - no shelf or door.



ACC2

Essential Credenza
Size: 40" wide x 30" deep x 42" high
Comes with lockable door and a shelf.
Available in silver or black metal.



ACC3

Cosmopolitan Credenza
Size: 66" wide x 40" deep x 42" high
Comes with lockable door and a shelf.



ACC5

Contemporary Credenza
Size: 38" wide x 30" deep x 46" high
Comes with lockable door and a shelf.



ACC6

Contemporary Credenza with Standoff Sign
Size: 38" wide x 30" deep x 46" high
Comes with lockable door and a shelf.



ACC7

Contemporary Computer Pedestal
Size: 38" wide x 30" deep x 56" high
Comes with lockable door.



ACC8

Essential Pedestal
Size: 30" wide x 30" deep x 42" high
Pedestal only - closed back.



ACC9

Reception Counter with Open Back
Size: 78" wide x 20" deep x 42" high
Open back - no shelf or door.

ACC10

Essential Extended Credenza
Size: 78" wide x 20" deep x 42" high
Comes with lockable door and a shelf.

Accessories

To order exhibits, proceed to the Modular Rental Exhibits order form.

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ACC11
Stem Light

ACC12
Floor Can Light

ACC13
8" Straight White Laminate Shelf
Size: 39" wide x 8" deep

ACC33
12" Straight White Laminate Shelf
Size: 39" wide x 12" deep

ACC14
8" Straight Black Laminate Shelf
Size: 39" wide x 8" deep

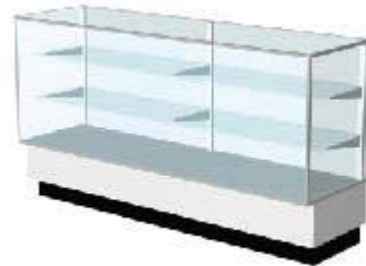
ACC34
12" Straight Black Laminate Shelf
Size: 39" wide x 12" deep



ACC15
8" Straight Clear Shelf
Size: 39" wide x 8" deep

ACC35
12" Straight Clear Shelf
Size: 39" wide x 12" deep

ACC16
Angled White Metal Shelf
Size: 39" wide x 11" deep with 1/4" lip



ACC17
Product Display Case
Size: 78" wide x 28" deep x 42" high
Comes with lockable door.
Actual product may vary slightly.



ACC18
Tower Display Case
Size: 38" wide x 20" deep x 8' high
Comes with lockable door.

ACC19
Square Tower Display Case
Size: 20" wide x 20" deep x 8' high
Comes with lockable door.
(Not Pictured)



ACC22
Information Station Credenza
Size: 58 1/4" wide x 34 3/4" x 42" high
Comes with lockable door.
Black only.

ACC23
Information Station Tower with Digital Graphics
Size: 58 1/4" wide x 34 3/4" x 11" high
Comes with lockable door.
Black only.



ACC24
Freestanding Panel with Digital Graphics
Size: 40" wide x 8' high



ACC25
Internet Station
Size: 24" wide x 24" deep x 42" high
Black only.

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The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes shipping, installation & dismantle labor. * **Electrical service is not included**.**

Accessories		Price	Price w/ Graphics	Qty.	Total
ACC1	Curved Reception with Open Back	\$395.00	\$495.00	x	=
ACC2	Essential Credenza ☐ silver ☐ black	\$395.00	\$495.00	x	=
ACC3	Cosmopolitan Credenza	\$395.00	\$495.00	x	=
ACC5	Contemporary Credenza	\$495.00	\$595.00	x	=
ACC6	Contemporary Credenza with Standoff Sign	\$555.00	\$655.00	x	=
ACC7	Contemporary Computer Pedestal	\$455.00	\$555.00	x	=
ACC8	Essential Pedestal	\$355.00	\$395.00	x	=
ACC9	Reception Counter with Open Back	\$395.00	\$555.00	x	=
ACC10	Essential Extended Credenza with Shelf	\$455.00	\$595.00	x	=
ACC11	Additional Stem Light *	\$45.00	N/A	x	=
ACC12	Floor Can Light *	\$65.00	N/A	x	=
ACC13	8" Straight White Laminate Shelf	\$35.00	N/A	x	=
ACC33	12" Straight White Laminate Shelf	\$45.00	N/A	x	=
ACC14	8" Straight Black Laminate Shelf	\$35.00	N/A	x	=
ACC34	12" Straight Black Laminate Shelf	\$45.00	N/A	x	=
ACC15	8" Straight Clear Shelf	\$55.00	N/A	x	=
ACC35	12" Straight Clear Shelf	\$60.00	N/A	x	=
ACC16	Angled White Metal Shelf	\$40.00	N/A	x	=
ACC17	Product Display Case with Light *	\$495.00	N/A	x	=
ACC18	Tower Display Case with Light *	\$795.00	N/A	x	=
ACC19	Square Tower Display Case with Light *	\$655.00	N/A	x	=
ACC22	Information Station Credenza	\$695.00	N/A	x	=
ACC23	Information Station Tower (Island Booth Only)	N/A	\$855.00	x	=
ACC24	Free Standing Panel with Graphics	N/A	\$455.00	x	=
ACC25	Internet Station	\$595.00	N/A	x	=

Display Panel Color	<i>Items ACC1 - ACC10 are available in your choice of fabric or hardwall color. Please choose only one option:</i> Fabric ☐ Black ☐ Gray ☐ Blue Hardwall ☐ Black ☐ Gray ☐ Blue ☐ White	Custom Digital Graphics are included in the price of your Rental. This includes the \$125.00 Digital Set-up Fee. Please send your logo and artwork to: customerservice@theexpogroup.com and include your Show Name, Exhibitor Name and booth number. For best results please send as a vector based image. Final approval for graphics must be received by the deadline date or expedite fees will apply.
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Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline Date and prior to 2 weeks prior to 1st day of Exhibitor Move-In. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Rental Exhibit _____
	Custom Header (If applicable) _____
	50% Expedite Fee if ordered after 3 weeks prior to 1st day of Exhibitor Move-In _____
	100% Expedite Fee if ordered after 2 weeks prior to 1st day of Exhibitor Move-In _____
Exhibit Booth Rental orders requested on-site are subject to availability and may incur additional fees.	Subtotal _____
	Taxes and Fees Multiplied by 9% of Subtotal _____
	TOTAL _____

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: ____/____/____

How should I send my artwork?

These guidelines are vital so we ensure your graphics look the very best!

1. All logos must be in a vector format, saved in Adobe Illustrator or as an EPS file. Raster images will not be accepted - this includes .jpg, .png or .gif files copied directly from a website.
2. All text should be converted to outlines or with the fonts provided. PC fonts only. All fonts must be embedded.
3. Photographic images should be 300 dpi at the final size in the layout in either JPG or TIF file format. Sorry, Internet images will not be used.
 - How an image is originally acquired will determine its resolution, and thus the size it can print at for clear and crisp printing.
 - Resolution and size (dimensions) are inversely proportional to each other. If you enlarge an image, you lower its resolution.
4. You must provide either a printed proof or a PDF proof when submitting artwork. This allows us to check the files for the font, color problems, missing links and more.

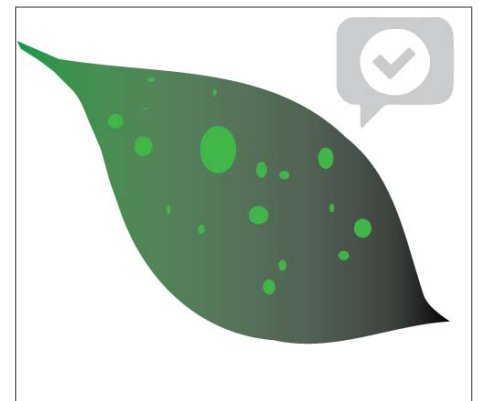
Good quality photo
clean edges



Low resolution photo
jagged edges



Vector Art
Art that can be scaled up or
down without losing quality



Thank you perfect!

.ai - Adobe Illustrator
.eps - Encapsulated Post Script
.tiff or tif (refer to #3)
.jpg (refer to #3)
.doc - Word Document - text only
.psd - Photoshop Document
.zip - Windows Compression Format

Sorry these will not work.

.ind - In Design
.qxd - QuarkXpress
.ppt - PowerPoint
.art - AOL compressed image or clip art file
.gif - Graphic Interchange Format
.vsd - Vision Drawing File
.png - Portable Network Graphics

Watch your booth come to life with digital graphics created in-house by The Expo Group. Send us any graphical elements you want included or work with our expert team to create a stunning sales atmosphere using custom graphics. Visit theexpogroup.com/graphics to upload images



Graphic Panels and Headers

Let your booth graphics convey information to attendees, create interest among potential clients, enhance your standing in your industry and help close deals. Standard Graphic Panels fit any of our Modular Rental Exhibits and Custom Panels can be built to accommodate unique layouts. Backlit Panels and Custom Headers are also available.



Banners

A wide banner across your booth's threshold, or perhaps in a sponsored conference room, is another effective way to promote your company, products or services. Vinyl and foam core banners can be ordered from The Expo Group.



Signs

The Expo Group creates signs in any size, for any purpose. Order an eye-catching sign to promote your latest product, announce a giveaway or invite show attendees to a demonstration. Popular easel-displayed sizes are 22" x 28" and 28" x 44". Smaller 7" x 11" signs are ideal for creating a tabletop. We produce large signs and cut-outs too!

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Enhance your booth with custom graphics and signs from The Expo Group. Graphics and signs are created in-house and our Design Team offers many options to fit your needs.

Our Design Team can create digital custom graphics that fit your exhibit. Send us your logo and any graphics you want to expand and let us do the rest. Let your attendees know about your giveaways, show specials or speaking engagements. All signs are printed using six color printing and are on 3/16" foam board. Signs are priced per square foot. A digital set-up fee of \$125.00 is charged for all graphics.

	Qty.	Price	Total	SPECIFY COPY AND LAYOUT BELOW
Digital Graphics and Signs	7" x 11"	X \$ 62.60	=	
	11" x 14"	X \$ 76.95	=	
	14" x 22"	X \$ 78.95	=	
	22" x 28"	X \$ 98.91	=	
	28" x 44"	X \$119.60	=	
	40" x 60"	X \$192.55	=	
	Banner per sq. ft.	X \$14.95	=	
	Easel Back	X \$9.95	=	
	Double Stick Back	X \$9.95	=	
Additional Design Time	X \$ 75.00/hr	=		
Sign Options	<i>Please choose one:</i> Orientation: ☐ Horizontal ☐ Vertical			
Artwork	Please visit: www.theexpogroup.com/graphicformats for details on how to format your graphics and send via FTP. Final approval for graphics must be received by the deadline date or expedite fees will apply.			

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline Date and prior to 2 weeks prior to 1st day of Exhibitor Move-In. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	Digital Set up Fee \$125.00
	Subtotal _____
	50% Expedite Fee if ordered after 3 weeks prior to 1st day of Exhibitor Move-In _____
	100% Expedite Fee if ordered after 2 weeks prior to 1st day of Exhibitor Move-In _____
	Subtotal _____
	Taxes and Fees Multiplied by 9% of Subtotal _____
	TOTAL _____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____
 Authorizer's Signature: _____ Date: ____/____/____

WHAT IS MATERIAL HANDLING? Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

EMPTY REMOVAL INSTRUCTIONS:

All exhibitors must have all crates tagged for empty storage by 2 hours prior to end of Exhibitor move-in.

NOTE: Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by set deadline.

Any shipment not handled by The Expo Group, but for which The Expo Group is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.

CERTIFIED WEIGHT TICKETS

In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, The Expo Group shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

OVERTIME

- Overtime charges are assessed when The Expo Group has been granted initial access to the facility during overtime, per the contractual agreement between show management and facility. This includes warehouse shipments.
- Late Driver Check-In: Drivers checking in after 1:30 pm does not guarantee Straight Time rates.
- The overtime rate is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than 8:00 am to 4:30 pm Monday through Friday.
- All weights are rounded off to the next cwt per Round Trip.
- The consignment or delivery of a shipment to The Expo Group by an exhibitor, or by a shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth.
- If shipment is moved into or out of show site on overtime due to scheduling beyond The Expo Group's control.

INSURANCE

It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.

INBOUND SHIPMENT(S)

Consistent with trade show practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his/her representative. During this time, the materials will be left unattended. The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

OUTBOUND SHIPMENT(S)

The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded.

If found liable for any loss, The Expo Group's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.30 (USD) per pound per article with a maximum liability of \$50.00 (USD) per item, or \$1,000 (USD per shipment), whichever is less.

LIABILITY

- Shipments delivered or consigned to the direct to dock or warehouse address are subject to the following: The Expo Group shall not be liable for loss, damage or delay due to fire, acts of God, strikes or causes beyond its control. Furthermore, The Expo Group's maximum liability is limited to \$0.30 per pound per article, with a maximum of \$50.00 per item or \$1,000.00 per shipment, while these goods and materials are in the warehouse or in vehicles during delivery to or from the convention facility.
- The Expo Group shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.
- The Expo Group shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to exhibitor's booth.
- Collect shipments will not be accepted. Send freight pre-paid.
- Direct carrier shipments must have certified weight tickets. **If correct weights are NOT provided, receiver's estimates will prevail.** Mixed shipments arriving on van lines must have certified weight tickets separating weights of crated items from loose and uncrated items. Weights not broken out will be charged at "loose and uncrated" rates.
- NO LIABILITY IS ASSUMED for shipments without receipts, freight bills, or specific counts such as UPS or van lines.
- Empty container labels will be available at The Expo Group Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representatives. All previous labels should be removed or obliterated. The Expo Group assumes no responsibility for:
 - Error to above procedures.
 - Removal of containers with old empty labels and The Expo Group labels.
 - Improper information on empty labels.
 - Material stored in containers with empty labels.
- To expedite removal of materials, The Expo Group shall have authority to change designated carriers.
- The Expo Group has Right of Preference into and out of show-site building to prevent tie-ups and provide an orderly operation for the show.
- Exhibitors have the responsibility of arranging for outgoing shipments.
- Make sure materials are properly crated and labeled before turning in Bills-of-Lading to freight desk. This prevents shipping out empty crates.
- Acceptance of Bills-of-Lading by The Expo Group freight desk does not represent acceptance of counts on the bill. All outgoing freight will be counted by designated carrier at the booth, notifying The Expo Group of any adjustments. The Expo Group is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.
- The Expo Group shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- Claims for loss or damage must be submitted to The Expo Group prior to the close of the Show. No suit or action shall be brought against The Expo Group more than one (1) year after the accrual of the cause of action.
- Any claims regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FROM WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

THE EXPO GROUP RESERVES THE RIGHT TO SHIP MATERIALS WITH OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME.

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OCTOBER 18 - 21, 2015
McCORMICK PLACE
CHICAGO, IL

Discount Deadline:
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Crated: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with **no additional handling required**.

Additional Handling: applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet only shipments or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver. **Federal Express, UPS, Airborne Express & DHL** are included in this category due to their delivery procedures.

What is a Small Package? (25 lbs. Maximum per package) Letters or small packages received at show-site **during show days only**.

What is a Cartage Company? Freight forwarders, as well as, other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as, other locations. In most cases, cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.

What is Ground Loading/Unloading? Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading? Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer - top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading? Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What is Alternate Delivery Location? Shipments that are delivered by a carrier that requires pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).

What are Stacked Shipments? Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What are Multiple Shipments? Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple deliver areas.

What are mixed shipments? Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

What does it mean if I have "No Documentation"? Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet/pad only shipments? Shipments that consist of carpet and/or carpet padding only require additional handling because of additional labor and equipment to unload.

What is Inbound? Shipments being sent to a warehouse for advance receiving or to show site.

What is Outbound? Shipments leaving show site and being sent to another destination.

What is Off Target? Used when there is a specific date and time that an exhibitor must move in by and is missed.

What is a Marshalling Yard Fee? A marshalling service has been established to ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at the Marshaling location prior to unloading/loading.

What are Shipments Returned to Warehouse? Shipments returned to the warehouse at close of show will be charged an additional fee of \$50.00 per CWT (2500 lb. min.). Shipments not picked up from the warehouse within 72 hrs. will be charged for storage by The Expo Group.

What is Overnight Parking Fee? There is a fee for parking at the Marshalling Yard. This is for exhibitors with company owned trailers and box trucks only. **Any vehicles left without a parking pass will be towed at owners expense.**

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You will receive a 10% credit on the rates listed below if you prepay for this service by the Discount Deadline Date and ship your freight roundtrip on one of the official show carriers. Credit will be applied to the balance of this service after the final audit of the show.

FOR DEFINITIONS, PLEASE SEE 16c

STRAIGHT TIME: 8:00 am - 4:30 pm, Monday - Friday
OVERTIME: 4:30 pm - 12:00 am, Monday - Friday and Saturday at 8:00 am - 12:00 Midnight
DOUBLETIME: 12:00 am - 8:00 am, Monday - Friday and Saturday, 12:00 am - 8:00 am & All Day Sunday and Holidays
WAREHOUSE HOURS: 9:00 am - 3:00 pm, Monday - Friday

Please note the following:

- Additional charges will apply for any shipment left on floor without TEG Outbound Material Handling form completed and turned into TEG Service Desk. One half hour min. TEG supervised labor fee will be charged.
- Your shipment may be moved into or out of Show Site on overtime due to scheduling beyond TEG's control.

Rate Classifications:

• **Advance Shipments to Warehouse (200lb. minimum) Advance Freight Deadline Dates: September 21, 2015 to October 9, 2015**

	Price Per CWT	200lb. Minimum
Crated ST.....	\$110.00/CWT	\$220.00
Additional Handling ST.....	\$148.50/CWT	\$297.00
Crated Inbound One Way Overtime	\$137.50/CWT	\$275.00
Additional Handling One Way Overtime	\$185.75/CWT	\$371.50
Crated Outbound Overtime Surcharge	\$27.50/CWT	\$55.00
Additional Handling Outbound Overtime Surcharge	\$37.25/CWT	\$74.50

****Uncrated shipments will NOT be accepted at the Advance Warehouse**

•Additional Surcharges

Early Shipments to Warehouse *(before September 21, 2015)	\$33.00/CWT	\$66.00
Late to Warehouse after October 9, 2015	\$33.00/CWT	\$66.00
Shipments Returned to Warehouse *(2500 lb. minimum).....	\$50.00/CWT	\$1,250.00

* In addition to above charges.

• Direct Shipments to Show Site (200 lb. minimum) - First day of Direct Freight Acceptance: October 15, 2015

Crated ST.....	\$ 99.00/CWT	\$198.00
Additional Handling ST.....	\$130.00/CWT	\$260.00
Crated Inbound One Way Overtime	\$124.00/CWT	\$248.00
Additional Handling One Way Overtime	\$162.50/CWT	\$325.00
Crated Outbound Overtime Surcharge	\$25.00/CWT	\$50.00
Additional Handling Outbound Overtime Surcharge	\$32.50/CWT	\$65.00

•Additional Surcharges

Off-Target Fee *	\$29.70/CWT	\$59.40
Marshalling Yard Fee * (price per shipment)	\$35.00 per shipment	
Late to Warehouse delivery fee *after October 9, 2015. Delivered to Show Site	\$27.50/CWT + \$75.00	
Shipments Returned to Warehouse * (2500 lb. minimum).....	\$50.00/CWT	\$1,250.00
Small Packages *(show days only) (25 lb max.each piece)	\$50.00/piece	
Hand carry empty storage fee	\$50.00/per container	

* In addition to above charges.

MONEY SAVING TIPS - Consolidate shipments when total weight is less than 200 lbs. for example:

3 Separate Shipments

54 lbs. charged @ 200 lbs. \$220.00

59 lbs. charges @ 200 lbs. \$220.00

72 lbs. charges @ 200 lbs. \$220.00

Total: 185 lbs. Total Cost: \$660.00

1 Consolidated Shipment

3 pieces (1 shipment)

185 lbs. @ 200 lbs. = \$220.00

Total Savings:\$440.00

<u>Number of CWT's (100 lbs.)</u>	x	<u>Applicable Rate</u>	=	<u>Amount</u>
_____	x	_____	=	_____
_____	x	_____	=	_____
			=	_____
			Subtotal	_____

Exhibiting Company: _____ Booth Number: _____

Print Name: _____

Authorizer's Signature: _____ Date: ____/____/____

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Discount Deadline:
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Marshalling Yard Fee A Marshalling Service has been established to ease congestion at the facility and better utilize dock space. Exhibitors will be charged \$35.00 per shipment.

EXHIBITORS' PLEASE INFORM YOUR CARRIER

1. Carrier Check In

- All carriers and privately owned vehicles must check in at this location prior to loading/unloading.
- All shipments must be accompanied by certified weight tickets.
- Targeted shipments should check in at least 2 hours prior to appointed time to insure a scheduled move in.
- Late Driver Check - in: Drivers checking in after 2:30 pm does not guarantee straight time rates.
- Inbound marshalling staff hours: 7:00 am to 3:00 pm.

Carrier Check-In

Delivery of Materials to McCormick Place

All vehicles, including cars, with materials for delivery must check in at the Marshalling Yard located west of Lake Shore Drive, approximately six (6) blocks south of McCormick Place at 31st Street.

The driver of the vehicle will present delivery receipt noting piece count, exact item(s) description and weight of material to be unloaded.

An unloading document will be issued at the Marshalling Yard trailer by Neuroscience Services personnel. The Receiving Report will be :

- Based on information on the bill of lading or delivery receipt.
- Dated and time stamped.

If the driver does not have a document with sufficient information describing the shipment (s) they will be delayed until we attain the proper information.

After the driver is given a Receiving Report, a numbered card will be dispatched for placement in the window of your vehicle. The numbered card identifies the building and area in which you will be unloaded. The driver will be advised when to proceed to their designated area. The numbered card must be displayed in the vehicles windshield at all times.

Once unloaded and shipping documents have been signed, the driver may leave or return to the marshalling area.

The State of Illinois legal trailer restrictions are 8'6" in width and 13'6" in height. Questions may be directed to:

Illinois Department of Transportation
Permit Section
2300 South Dirksen Parkway
Springfield, IL 62764
Phone (217) 782-6271

Directions to McCormick Place Marshalling Area

North of Chicago Interstate 94 (Kennedy Expressway) to Interstate 55. Bear right just past 18th Street. Then bear left to go east on Interstate 55 to Lake Shore Drive South. Take the 31st Street exit and follow the loop to the right onto Moe Drive. Take Moe Drive North to the first stop sign and turn left into the Marshalling Yard.

West of Chicago Interstate 90 (Eisenhower Expressway), East to Interstate 94 (Dan Ryan Expressway). South on Interstate 94 (Dan Ryan Expressway) to Interstate 55. Bear right just past 18th Street. Then bear left to go East on Interstate 55 to Lake Shore Drive South. Take the 31st Street exit and follow the loop to the right on Moe Drive. Take Moe Drive North to the first stop sign and turn left into the Marshalling Yard.

Southwest of Chicago Interstate 55 directly to Lake Shore Drive South. Take the 31st Street exit and follow the loop to the right onto Moe Drive. Take Moe Drive North to the first stop sign and turn left into the Marshalling Yard.

South of Chicago Interstate 94 (Dan Ryan Expressway) to Interstate 55 (Stevenson Expressway). Take Interstate 55 to Lake Shore Drive South. Take the 31st Street exit and follow the loop to the right onto Moe Drive. Take Moe Drive North to the first stop sign and turn left into the Marshalling Yard.

McCormick Place allows exhibitors to unload/load from automobiles and small utility vehicles at designated docks using only non-motorized, non-hydraulic, hand trucks and dollies. The ASUV Program is available on predetermined dates and times as listed below. McCormick Place encourages Exhibitors to participate in the ASUV program in one of three options:

- Self Loading/Unloading ASUV
- ASUV Valet
- Exhibitor Guaranteed Parking (hand carry items)

Please visit <http://mccormickplace.com/exhibitors/asuv.php> for more information and to register for this program. If your vehicle does not meet the criteria below, you will need to follow Marshalling Yard instructions for truck check-in. Material handling charges will be based on published kit rates.

Vehicle Criteria:



Designated ASUV dates & times: Move-in or move-out with a registered ASUV Vehicle will be allowed at the following dates and times:

Move-in: Friday, October 16, 2015 9:00 am - 3:30 pm
Move-out: Wednesday, October 21, 2015 5:00 pm - 8:30 pm

Check-in for exhibitors will take place at the Marshalling Yard Office on Moe Drive; off 31st Street where drivers will receive an ASUV Pass and will be directed to the designated ASUV dock in the correct exhibit booth building.



Register your vehicle at:
<http://mccormickplace.com/exhibitors/asuv.php>

Questions? Contact:

Name: SfN Staff
 Phone: (202) 962- 4000

5931 West Campus Circle Drive, Irving, Texas 75063
Phone: (972) 580-9000 Fax: (972) 465-1196
Log on to **cyberservices™** at **www.theexpogroup.com**

OCTOBER 18-21, 2015
MCCORMICK PLACE
CHICAGO, IL

The Teamster Union claims jurisdiction over the operation of all material handling equipment (forklifts, hand trucks, flat carts, dollies, or otherwise wheeled and/or mechanical equipment, etc.). Exhibitors may not operate, handle, or use any of this type equipment, even if personally owned, for the movement of freight, crates/cases, cartons, or other display materials from the dock to the booth space, or booth space to the dock.

Exhibitors do reserve the right however, to handle their own exhibit materials provided that those materials are hand-carryable, by one person in one trip, without the use of said material handling equipment as stated above. Exhibitors who have more extensive unloading or loading requirements of exhibit materials will be required to use the material handling services offered on Material Handling Page.

To further assist you, The Expo Group offers Cart Service for Personally Operated Vehicles (POVs) only. A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates. Should you have more exhibit materials than you can individually hand-carry, we can deliver your boxes, loose display materials, etc., to your booth space via flat cart. The Cart Service is offered to help you save time, money, and hassle by delivering your equipment in one or more trips in a timely manner. A one-way "cart load" is defined as the maximum amount of loose or boxed exhibit material equal to or less than 500 lbs., that will fit on a four-wheeled manually operated or electric flat cart, which has approximate flat-bed dimensions of 3'wide x 6'long or more.

Cart Service will only be available during move in and move out. Cart Service rates are available one-way or roundtrip. Should you have any questions regarding this service or the definitions stated above, please contact your Customer Account Manager.

ONE WAY CART SERVICE - \$ 90.00 x $\frac{\text{_____}}{\text{(number of cart loads)}}$ = _____ (subtotal)

ROUND TRIP CART SERVICE - \$170.00 x $\frac{\text{_____}}{\text{(number of cart loads)}}$ = _____ (subtotal)

Hand Carry/POV

Exhibitors may hand carry their merchandise from their personally owned vehicle (a privately owned vehicle i.e. car, van or SUV) in the designated areas. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within a few minutes and the vehicle must then be moved.

CALCULATING YOUR TOTAL

TOTAL _____

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: ____/____/____

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OCTOBER 18 - 21, 2015
MCCORMICK PLACE
CHICAGO, IL

Exhibitor must sign up for accessible storage at The Expo Group Desk onsite.

Accessible storage is unsecured.

FAQ What is Accessible Storage? Storage of exhibit materials that exhibitors do not have space to store in their booth. Generally these items are needed on a daily basis to hand out to attendees or in other cases it could be back up equipment for systems failure.

Where are my Items Stored? Our on site freight personnel will reserve a designated area at show site.

Set-Up Fee There is a one-time set-up fee of \$105.00

Storage Fee **Based upon square footage required for storage:**

Up to 25 square feet		\$105.00 per day
26 to 50 square feet		\$155.00 per day
51 to 100 square feet		\$205.00 per day
101 to 150 square feet		\$255.00 per day
151 to 200 square feet		\$305.00 per day

Labor Each time your materials are accessed, you will be charged a minimum of one-half (1/2) hour of labor according to the hourly rates indicated on the Exhibitor Supervised Labor Form.

Please note that all exhibit materials that are still remaining in storage trailers will be returned to your booth space upon official show closing.

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: ____/____/____

Choice of Destination

You can choose to ship to the Warehouse or Direct to the Exhibit Hall. Each destination has distinct advantages.

Why Ship to the Warehouse?

If time allows, shipping to the warehouse can be your best choice. It enables you to check on the arrival of your shipment at the warehouse and solve any problems that might occur en-route. Shipment to the warehouse also ensures that your exhibit will be in your booth location on the first or targeted day of set-up. There's no waiting time at the dock, which lessens the possibility of numerous delays. Refer to the appropriate form for material handling rates.

What do I Need to do To Ship to The Warehouse?

Be sure delivery takes place within the time frame specified. (See Shipping Information Form). There are no advantages to warehouse shipping if you cannot comply with the requirements.

1. Use the provided shipping labels, photocopies, or any other proper labeling method for shipment to the warehouse address. Use two labels per piece, and specify show name, exhibitor name and booth number.
2. Crate all machinery; the warehouse will not accept uncrated deliveries due to the difficulties in storing and handling them.
3. Consign the shipment to The Expo Group, using a standard Bill of Lading form.
4. Provide an office address and phone number where a responsible party may be reached should any problems arise en-route or at the warehouse.

Why Ship Direct?

Your shipment can arrive later when sent direct to the Exhibit Hall. There is also the benefit of reduced handling of your materials – no unloading and reloading at the warehouse. One setback to direct shipment you should keep in mind is the possibility of waiting time at the docks – some carriers will charge you for it, and you will be trading set-up time for unloading time. Refer to the Material Handling form for rates.

What to do for Direct Shipments?

1. Use the Exhibit Hall shipping address.
2. Make sure shipment arrives during scheduled move-in days and hours and at your targeted time if specified. There is no staff available to handle shipments arriving at other times.
3. Be prepared to have truck wait in line for unloading – most shows require truck check-in at a marshalling yard where paperwork and unloading order is established. If early unloading is necessary make sure the driver checks into the marshalling yard early.
4. Each exhibitor should insure materials from point of departure to point of return. Contact your insurance agent for a "rider" to your existing policy. Also be certain that the policy includes liability insurance.

IMPORTANT: Ship Pre-Paid: Collect charges will not be accepted at either destination - Warehouse or Direct to Show site.

Outbound Shipments

1. Be prepared for the outbound shipment. Know your next destination and if you have a choice of carrier, be sure to contact them in advance. If you have a preferred specific carrier, other than TEG's specified carriers, you must contact them, and advise them of the truck check-in deadlines. Carrier information will also be available on-site at the TEG Service Center.
2. Once you've packed up, submit an outbound Material Handling Agreement (available at the TEG Service Center) to The Expo Group. This will coordinate moving and loading procedures.
3. Once the Material Handling Agreement is submitted, your truck should be checked into the marshalling yard before the deadline and be prepared to receive the shipment when your turn comes.
4. If your designated carrier does not check in at the marshalling yard by the time specified in your Move-Out Letter (distributed at the Show), your freight will be shipped by one of TEG's specified carriers.

IMPORTANT: Please do not leave material unlabeled at any time during the move-out. It may be presumed abandoned and/or mistaken for trash.

5931 West Campus Circle Drive, Irving, Texas 75063
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Log on to **cyberservices™** at www.theexpogroup.com

OCTOBER 18-21, 2015
MCCORMICK PLACE
CHICAGO, IL

Discount Deadline:
September 21, 2015

Shipping Information

The Expo Group has been designated as the official freight handling contractor with responsibility for unloading, delivery to booth, reloading, and processing of all exhibitor's freight shipments.

All shipments must be prepaid. Shipments should be made on straight bills of lading, including correct weight, number of pieces, classification of shipments, and detailed information and instructions for handling of heavy equipment. Certified weight tickets must be submitted when recording shipments for unloading. To enable us to serve you better, copies of bills of lading should be sent to The Expo Group at our letterhead address or e-mail your Customer Account Manager.

All shipments not properly labeled (no company name, no booth #, no final destination) will be held in a "freight holding" area. Please check in at The Expo Group Customer Service Desk with your shipping information and paperwork.

In the event your materials are not received by The Expo Group, contact your carrier directly. Have your shipping pro number available before you call.

Use of couriers such as UPS, Federal Express, Airborne and DHL are not recommended. These carriers deliver freight in bulk and receive one signature for all shipments before the shipments are accounted for. The Expo Group is not responsible for shipments said to be delivered but not accounted for.

Attention International Exhibitors: Visit <https://www.ippc.int/> for details about new wood packaging materials regulations.

Weight Verification

All shipments to The Expo Group warehouse or show-site which arrive via common carrier, van line, or any closed bodied vehicle with dual wheels, must be weighed to insure complete accuracy in preparation of your invoice.

The Expo Group asks that you please accompany all shipments with a certified weight ticket. Please have driver present this weight ticket upon checking in to be unloaded.

If you are using a privately owned vehicle or rental van, this does not apply.

Where certified weight tickets are not provided, receivers estimates of weight will prevail.

Shipment of materials to the advance warehouse or direct to show site address indicates acceptance of all terms.

If you have any questions concerning the above policy, please do not hesitate to contact your Customer Account Manager (CAM).

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OCTOBER 18-21, 2015
MCCORMICK PLACE
CHICAGO, IL

Advance Shipments to Warehouse

Advance Shipments Deadline Date:
October 9, 2015

To: (exhibiting company name and booth #)

For: Neuroscience 2015

c/o: The Expo Group

YRC

c/o CCS Trucking

4108 West 52nd Place

Chicago, IL 60632

• Receiving Information

Advance shipments are accepted from:

- September 21, 2015 to October 9, 2015
- Any shipment arriving prior to the September 21, 2015 will be charged an additional surcharge per cwt. (see Material Handling rates)
- Any shipment arriving after October 9, 2015 will be subject to an additional fee (please refer to Material Handling Rates for these fees).

Direct Shipments to Show Site

First Day of Direct Shipments:
October 15, 2015

To: (exhibiting company name and booth #)

For: Neuroscience 2015

c/o: The Expo Group

McCormick Place - South Hall A

2301 S. Indiana Ave

Chicago, IL 60616

• Receiving Information

Direct shipments will be accepted from:

- October 15, 2015 beginning at 8:00 am to October 21, 2015
- Unfortunately, early shipments cannot be accepted.

5931 West Campus Circle Drive, Irving, Texas 75063
 Phone: (972) 580-9000 Fax: (972) 465-1196
 Log on to **cyberservices™** at **www.theexpogroup.com**

OCTOBER 18-21, 2015
 MCCORMICK PLACE
 CHICAGO, IL

**Discount Deadline:
 September 21, 2015**

Important, please return in order to help us facilitate the proper staff and equipment to unload your exhibit materials. Please copy for your reference.

Company Information	Exhibiting Company: _____ Booth Number: _____
	Contact Name at Exhibiting Company: _____
	Telephone Number: (____) _____ - _____ Fax Number: (____) _____ - _____
	Corporate Name: _____
	What are the least number of work days to erect your booth? _____

Shipping Information	Shipper: _____ (Name of Company if different from above, i.e., exhibitor appointed contractor, etc.)
	Address: _____ (From where material will be shipped)
	City: _____ State: _____ Zip: _____
	Contact Name: _____ Telephone Number: (____) _____ - _____
	Date Shipment being sent: ____/____/____ Intended/Expected arrival date: ____/____/____
	Material being shipped to: (Circle one) Warehouse Direct to Convention facility
	If using a Customs or International forwarder, please print name: _____
	Phone Number: _____ Fax Number: _____

Transportation	Shipped via: (Circle one) Common Carrier Van Line Private Vehicle Air Freight Other: _____
	Mobile Units _____
	List Carrier Name(s): _____ _____ _____
	Number of Pieces to be shipped: _____
	Largest Piece: Size _____ Weight _____
	Type of Packing: Crated _____ Uncrated _____
	Machinery _____ Misc. _____
	Estimated Total Weight of Booth _____

Shipping Problems	In case a problem occurs with shipment, contact (in order of preference):
	Name: _____
	Phone Number: (____) _____ - _____ (Office) (____) _____ - _____ (Home) (____) _____ - _____ (Cell)
	Name: _____
Phone Number: (____) _____ - _____ (Office) (____) _____ - _____ (Home) (____) _____ - _____ (Cell)	

**All freight handling charges must be paid in full at show site by check or credit card.
 Shipment of materials to warehouse or show-site address indicates acceptance of these terms.**

THE **EXPO** GROUP

Warehouse Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

(BOOTH #)

c/o THE EXPO GROUP
YRC
c/o CCS Trucking
4108 West 52nd Place
Chicago, IL 60632

Name of Convention:
Neuroscience 2015

Must Arrive by October 9, 2015

Carrier: _____ No Pieces: _____

**Materials arriving at the warehouse after October 9, 2015 will
be subject to a surcharge.**

THE **EXPO** GROUP

Warehouse Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

(BOOTH #)

c/o THE EXPO GROUP
YRC
c/o CCS Trucking
4108 West 52nd Place
Chicago, IL 60632

Name of Convention:
Neuroscience 2015

Must Arrive by October 9, 2015

Carrier: _____ No Pieces: _____

**Materials arriving at the warehouse after October 9, 2015 will
be subject to a surcharge.**

THE **EXPO** GROUP

Warehouse Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

(BOOTH #)

c/o THE EXPO GROUP
YRC
c/o CCS Trucking
4108 West 52nd Place
Chicago, IL 60632

Name of Convention:
Neuroscience 2015

Must Arrive by October 9, 2015

Carrier: _____ No Pieces: _____

**Materials arriving at the warehouse after October 9, 2015 will
be subject to a surcharge.**

THE **EXPO** GROUP

Warehouse Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

(BOOTH #)

c/o THE EXPO GROUP
YRC
c/o CCS Trucking
4108 West 52nd Place
Chicago, IL 60632

Name of Convention:
Neuroscience 2015

Must Arrive by October 9, 2015

Carrier: _____ No Pieces: _____

**Materials arriving at the warehouse after October 9, 2015 will
be subject to a surcharge.**

THE **EXPO** GROUP

Direct Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

(BOOTH #)

McCormick Place - South Hall A
c/o THE EXPO GROUP
2301 S. Indiana Ave
Chicago, IL 60616

Name of Convention:
Neuroscience 2015

Do not Deliver Prior to October 15, 2015

Carrier: _____ No Pieces: _____

THE **EXPO** GROUP

Direct Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

(BOOTH #)

McCormick Place - South Hall A
c/o THE EXPO GROUP
2301 S. Indiana Ave
Chicago, IL 60616

Name of Convention:
Neuroscience 2015

Do not Deliver Prior to October 15, 2015

Carrier: _____ No Pieces: _____

THE **EXPO** GROUP

Direct Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

(BOOTH #)

McCormick Place - South Hall A
c/o THE EXPO GROUP
2301 S. Indiana Ave
Chicago, IL 60616

Name of Convention:
Neuroscience 2015

Do not Deliver Prior to October 15, 2015

Carrier: _____ No Pieces: _____

THE **EXPO** GROUP

Direct Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

(BOOTH #)

McCormick Place - South Hall A
c/o THE EXPO GROUP
2301 S. Indiana Ave
Chicago, IL 60616

Name of Convention:
Neuroscience 2015

Do not Deliver Prior to October 15, 2015

Carrier: _____ No Pieces: _____



Exhibit Services
Reliable trade show shipping services



The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Specialized services available, such as Time-Critical expedited and Sealed Exhibit™ tamper-proof shipping
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com

* Subject to applicable Tariffs and Rules and Conditions publications.

Confidence Delivered.®

yrcfreight.com | 800.531.EXPO (3976) |  Live Chat



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AIRWAYS FREIGHT CORPORATION, PO BOX 1888
FAYETTEVILLE, AR 72702, 800-643-3525, FAX 479-442-6522

EXHIBITOR MOVE OUT CHECK LIST

PRIOR TO CLOSE OF SHOW:

- Stop by the FREIGHT SERVICE DESK to complete the GENERAL CONTRACTORS MATERIAL HANDLING AGREEMENT. You must indicate that the shipment is "PREPAID", check "SERVICE LEVEL DESIRED", and note **AIRWAYS****FREIGHT** as your carrier.
- Call the **AIRWAYS****FREIGHT** trade show division with any questions you may have, or to advise of any changes in the shipping arrangements your company has already made with us.

MOVE OUT:

- Pack all equipment & literature.
- When your cases return from empty storage, REMOVE ALL OLD SHIPPING AND "EMPTY" LABELS. Be certain each container is labeled with the NEW DESTINATION ADDRESS labels provided by **AIRWAYS****FREIGHT**
- If you have multiple shipments, group the portions together so a stray piece will not be overlooked. If possible, RUN PACKING TAPE AROUND THE COMPLETE SHIPMENT.
- Complete the OUTBOUND MATERIAL HANDLING FORM showing **AIRWAYS****FREIGHT** as your carrier & be sure to return the MHA to the service desk.

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AIRWAYS FREIGHT CORPORATION, PO BOX 1888
FAYETTEVILLE, AR 72702, 800-643-3525, FAX 479-442-6522



NEUROSCIENCE 2015
OCTOBER 18 – 21, McCORMICK PLACE
CHICAGO, IL

Official International Shipping & Customs Clearance Services

Airways Freight Corporation is pleased to be appointed as the official international exhibition forwarder and customs clearance provider for **NEUROSCIENCE 2015**. In this capacity, we will be coordinating the freight forwarding, customs clearance, delivery, and re-exportation of international shipments, after close of the exhibition. Two of the keys to successful exhibition are early logistical planning, and attention to detail. We therefore encourage you to take note of the key information contained in these instructions and start your successful planning now!

KEY DATES:	Show Dates:	October 18 - 21
	Move In (direct to show site):	October 13 – 14 Targeted October 15-17 General
	Advance receiving acceptance dates:	September 21 – October 9
	Move Out:	October 21 (after 5pm) – 22 (8am –noon)

ARRIVAL DEADLINES:	SEA FREIGHT shipments must arrive at CFS / CY Chicago:	Adv. warehouse: FCL- by Sept 28th LCL- by Sept.22nd Direct: FCL- by Sept 30th LCL- by Sept.24th
	AIRFREIGHT shipments must arrive ORD airport no later than:	Adv. warehouse: October 2 Direct delivery: 5 days prior to move in date

FINAL DESTINATION for SEA shipments:

CHICAGO CFS / CY

FINAL DESTINATION for AIR shipments:

ORD AIRPORT

- FCL ocean shipments should NOT be booked to the door, as we cannot maintain proper delivery control for door moves, which could result in off-target penalties or missed delivery dates.
- Shipments must be prepaid to the port/airport of arrival, including US Terminal Handling and CUC.
- Ocean shipments can be received (Breakbulk, FCL & LCL) at other USA seaports. Contact us for deadlines instructions, and rates.

IMPORTANT US CUSTOMS RULE CHANGE AFFECTING SEA FREIGHT SHIPMENTS:

10+2 Importer Security Filings are now mandatory for any ocean shipments entering the United States through any US Seaport. This rule is now in effect and being strictly enforced by US Customs and Border Protection (CBP). Failure to comply 10+2 ISF rules could result in your shipment being delayed and subject you to heavy penalties for late and/or inaccurate data filing. For guidance with proper compliance and/or assistance with your ISF filing, please contact Airways Freight Corp. Further information is also available at CBP web link:

http://www.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing/

CONSIGNMENT INSTRUCTIONS (for Ocean Bill of Lading, air waybills, commercial invoices, packing lists, Carnet ATA):

FOR DELIVERY TO ADVANCE RECEIVING:		
Exhibitor Name Neuroscience 2015, BOOTH # _____ Advanced Warehouse 4108 West 52 nd Street Chicago, IL 60632 USA	Notify:	Airways Freight Corp. PH 800-228-4220 FX 479-442-6080 patty@airwaysfreight.com
For Delivery DIRECT TO SHOW SITE:		
Exhibitor Name Neuroscience 2015 BOOTH # _____ McCormick Place Convention Center / South Hall A 801 Mount Vernon Place NW Washington, DC 20001 USA	Notify:	Airways Freight Corp. PH 800-228-4220 FX 479-442-6080 patty@airwaysfreight.com

MARKING INSTRUCTIONS: All pieces or shipping crates must be clearly marked as shown below: Pieces on pallets, even if they are banded and shrink wrapped, should be individually labeled. All wood packing material entering the USA is now subject to ISPM standards, so all non-manufactured wood packing and dunnage material must be heat-treated or fumigated and marked with the IPPC stamp.

NEUROSCIENCE 2015
McCormick Place Convention Center
Chicago, IL 60616
EXHIBITOR: _____
BOOTH NO: _____

CASE ____ OF ____
GROSS WT: ____ KGS
NET WEIGHT ____ KGS
LIFTING POINTS
MADE IN (COUNTRY OF ORIGIN)

CUSTOMS CLEARANCE

Airways Freight Corporation will arrange for all customs clearance for both the import and export of your exhibition materials. All articles for give-away, sales, or consumption, will be cleared as dutiable entries. For goods that will be re-exported, we recommend use of an ATA Carnet. If a Carnet cannot be obtained, temporary entries can be made. *Please, however, insure that your invoices clearly distinguish between items that will be consumed and items that will be re-exported.* All commercial invoices should be sent to us prior to shipment for our review at: **patty@airwaysfreight.com**

DOCUMENTARY REQUIREMENTS

1 ORIGINAL AND 5 COPIES OF COMMERCIAL INVOICE & PACKING LIST

1 ORIGINAL AIRWAY BILL OR 1 SEAWAY BILL OF LADING (EXPRESS RELEASE ORIGINAL BILL OF LADING)

- **Separate commercial invoices should be provided for temporary and consumable entries** (consumables include give-away items). Invoices should detail the contents of each carton in English and should state per unit as well as total value and should contain full descriptive detail of each commodity shipped along with any corresponding model and serial numbers for equipment or hardware.
- **Pre-sold goods** must be clearly identified as such, so that appropriate importer information, and customs data, can be gathered, prior to entry. Please notify us prior to shipment if your equipment has already been sold.
- **Functioning Medical devices**, even when imported for demonstration, are subject to US Food and Drug controls. Unless the devices have already been approved by FDA for entry and use within the USA, or unless they are non-working models, functioning medical devices can only be imported temporarily under cover of an ATA carnet and cannot be sold or enter the commerce of the US until they have full approval from US Food and Drug. For further information, see: www.fda.gov
- **All shipments must be pre-alerted to Airways Freight Corporation**, 2 days prior to arrival for air freight, and 7 days prior to arrival for sea freight shipments. Pre-alerts should include carrier name and bill nos., arrival flight/vessel details, as well as copies of all shipping documents. See note below regarding heavy equipment or out of gauge cargo.
- **IMPORTANT NOTE: FORWARDER SERVICES ARE NOT THE SAME AS DRAYAGE SERVICES!** Unlike shows in other parts of the world, on-site material handling (delivery from advance receiving, unloading from truck, positioning in stand, removal, storage, return of empties, and loading on truck), is managed by the General Contractor. For this event, the general contractor is the Expo Group. This means, liability and responsibility for the cargo passes to the General contractor from us at the dock of the convention center, or advance receiving location. This also means a work order and payment arrangement must be made with both the forwarder (Airways) and the contractor (The Expo Group).

INSURANCE

It is up to the exhibitor to confirm that they have insurance in place with their own provider, and that their policy will extend coverage of their stand and equipment during transit to and from the show, as well as while it is on the stand. If your policy provider cannot extend adequate coverage, please contact Airways about obtaining proper coverage of your goods.

PAYMENT REQUIREMENTS

A valid credit card account number prior to delivery of your goods to the show must secure charges for all transportation, clearance, and delivery. Airways accepts VISA, MASTERCARD, and AMERICAN EXPRESS.

GETTING TO THE SHOW

Airways Freight Corporation is pleased to offer complete forwarding services for international exhibitors; one of our representatives within your country will be contacting you to guide you in arranging a smooth transit to and from the show. ***If you choose to use your own forwarder, it is imperative that they follow our instructions closely, and email pre-advise to the address/number listed below.*** If you have any questions regarding any of this information, please feel free to call or fax the International Tradeshow staff at Airways Freight Corporation at:

EMAIL	patty@airwaysfreight.com International Tradeshow manager
	tonyd@airwaysfreight.com International Project Manager
	hollish@airwaysfreight.com Sea freight
USA & CANADA	800-643-3525 (Toll Free)
INTERNATIONAL	479/442-6301 Fax: 479/442-6080

***All transactions subject to Airways Terms & Conditions**

5931 West Campus Circle Drive, Irving, Texas 75063
 Phone: (972) 580-9000 Fax: (972) 465-1196
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OCTOBER 18 - 21, 2015
 MCCORMICK PLACE
 CHICAGO, IL

EXHIBITOR BOOTH SET-UP / DISMANTLE INFORMATION

There are two options available to exhibitors to have their displays set-up and taken down at McCormick Place. Exhibitors can either set-up / dismantle their display with their own employees, or the exhibitor can hire union labor. The guidelines for booth options are detailed below. If you have any questions, please contact your Personal Account Manager.

(1) Consistent with safety and the skills and training necessary to perform the task, as determined by the Authority, an exhibitor and exhibitor employees ("Exhibitor employee" means any person who has been employed by the exhibitor as a full-time employee for a minimum of 6 months before the show's opening date) are permitted in a booth of any size with the use of the exhibitor's ladders and hand tools to:

- (i) Set-up and dismantle exhibits displayed on Authority premises;
- (ii) Assemble and disassemble materials, machinery, or equipment on Authority premises; and
- (iii) Install all signs, graphics, props, balloons, other decorative items, and the exhibitor's own drapery, including the skirting of exhibitor tables, on the Authority's premises.

(2) An exhibitor and exhibitor employees are permitted in a booth of any size to deliver, set-up, plug in, interconnect, and operate an exhibitor's electrical equipment, computers, audio-visual devices, and other equipment.

(3) An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position, and re-skid all exhibitor material, machinery, and equipment on Authority premises.

Please Note: (4) An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

UNION JURISDICTIONS AT MCCORMICK PLACE

Should you choose to utilize a contractor for your labor, the following guidelines apply at McCormick Place. (see McCormick Place forms for jurisdictions pertaining to services provided by McCormick Place):

McCormick Place is a union building, and jurisdictions are clearly established.

Above all, there should be no need for disputes. If there is a disagreement, contact your Floor Manager. They will contact the appropriate contractor, who will take up the matter with the appropriate union official. There are established procedures for settling disagreements and using them will prevent problems.

RIGGERS

Responsible for uncrating, un-skidding, positioning and re-skidding of all machinery.

TEAMSTERS

Responsible for the handling of all material (except machinery) in and out of the exhibit hall.

DISPLAY LABOR (Unified Labor Force Combining Carpenters and Decorators)

Responsible for uncrating of exhibits and display materials; installing, and dismantling exhibits, including cabinets, fixtures, shelving units, furniture; laying of floor tile and carpets; hanging and installation of non-electric signs; re-crating of exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs; installing of all drape, cloth and/or tacked fabric panels; and velcro signs.

HANGING SIGNS

Depending on the type of hanging sign, it will be assembled & installed by decorators or electricians. See our hanging sign form and/or McCormick Place forms for jurisdictions.

CLEANING / PORTER SERVICE

The Expo Group is the exclusive cleaning contractor. No other cleaning services, including exhibitor appointed contractors are allowed to perform these services.

SPECIAL NOTES: All labor is entitled to certain break times and lunch breaks.
 Below is an approximate schedule:

Morning Breaks (approximately):	9:30 am	to	9:45 am
Lunch Schedules (approximately):	12:00 Noon	to	12:30 pm
Afternoon Breaks (approximately):	2:30 pm	to	2:45 pm

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CHICAGO, IL

EXHIBITOR RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/SMG. An exhibitor and exhibitor employees are prohibited at all times from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

"Exhibitor Employee" is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show's opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary by McCormick Place management. Documentation must be furnished within 24 hours of notification.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment
- Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website: www.mccormickplace.com.

Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call.

**Your call will be promptly returned between the hours of
7:00 a.m.— 6:30 p.m.**

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OCTOBER 18-21, 2015
McCORMICK PLACE
CHICAGO, IL

EXHIBITOR RIGHTS
"Do NOT APPLY"

To: McCormick Place Registered Contractors

Re: Exhibitor Rights **do not** apply to contractor personnel

All registered companies and contractors operating at McCormick Place must be in compliance with the new State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes of the new legislation is that it allows "Full Time Exhibitor Personnel" to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

IT IS IMPORTANT TO NOTE THAT THE NEW LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.

Any registered contractor who attempts to take advantage of these changes created by the new legislation by posing as an exhibitor employee will incur serious consequences including the possible revocation of "Right of Entry" agreement. It is the contractor's responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website: www.mccormickplace.com or you may contact the following personnel:

Tom Cassell	tcassell@mccormickplace.com	312-617-0115
Pat Allen	pallen@mpea.com	312-791-6551
Alicia Johnson	ajohnson@mpea.com	312-791-7186

McCormick Place / SMG • 301 East Cermak Road • Chicago, IL 60616

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EXHIBITOR BILL OF RIGHTS COMMUNICATION/REVIEW PROCEDURE

Greetings Exhibitors:

The Exhibitor Bill of Rights grant an exhibiting company's employee permission to perform work in a booth of any size, using their own ladders, hand tools, cordless tools, power tools and other tools approved by McCormick Place/SMG. An employee is defined as one who has been employed by the exhibiting company for 6 months or longer.

Exhibitors can also load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website: www.mccormickplace.com.

The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your exhibitor rights are not being complied with please contact the following McCormick Place personnel via email or telephone. Be prepared to discuss the details of your experience and provide a written report and any documentation/invoices.

Exhibitor Rights Hotline	312-791-7299	
Alichia Johnson	312-791-7186	ajohnson@mpea.com
Patrick Allen	312-791-6551	pallen@mpea.com
Tom Cassell	312-617-0115	tcassell@mccormickplace.c

The following will occur upon request:

- You will be contacted within 5-7 business days.
- Your case will be reviewed by McCormick Place management.
- You will receive feedback from us no later than 30 days after all documentation has been submitted.
- Your written report will be submitted to the McCormick Place Advisory Council for review.

**CHICAGO IS NOW THE MOST CUSTOMER-FRIENDLY CONVENTION AND TRADE SHOW DESTINATION AND
 WE WILL ENSURE THAT YOUR "EXHIBITOR'S RIGHTS"
 ARE COMPLIED WITH.**

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MCCORMICK PLACE
CHICAGO, IL

**Discount Deadline:
September 21, 2015**

On-site labor is available to assist you in unpacking and installing your booth before the show and in dismantling and packing your booth after the show. You may choose to supervise the handling of these tasks yourself under Exhibitor Supervised Labor or you may choose to have these tasks supervised by The Expo Group personnel on form 24b.

LABOR RATES - EXHIBITOR SUPERVISED

	ADVANCE	STANDARD	
Straight Time	\$110.00/Hour	\$143.00/Hour	Straight Time: 8:00 am - 4:30 pm, Monday - Friday
Overtime	\$165.00/Hour	\$214.50/Hour	Overtime: 4:30 pm - 8:30 pm, Monday - Friday and 8:00 am - 4:30 pm, Saturday
Double Time	\$220.00/Hour	\$286.00/Hour	Double Time: All Day Sunday & Holidays, 8:30 pm - 8:00 am Monday- Friday & 4:30 pm - 11:59 pm, Saturday

Exhibitor Supervised labor requires an on-site representative to supervise the installation and/or dismantle of the exhibit. If they are unable to do so, it may be required to order The Expo Group Supervised Labor form.

- Starting time is guaranteed only in those instances where labor is requested for the start of the work day, i.e., 8:00 am.
- Exhibitor must check in at The Expo Group Service Desk to notify TEG that they are ready for labor.
- Exhibitor must check in at The Expo Group Service Desk to notify TEG upon completion of work.

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

TERMS AND CONDITIONS

- Insurance:** It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed during Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to date for which labor was ordered. Otherwise, a one hour per man "No-Show" charge will be billed to exhibitor.
- Exhibitors must pick up labor at The Expo Group Service Center or labor desk at the requested time, failure to do so will cause you to be assessed a One Hour per Man charge.
- Dismantle labor is not available until one hour after show closes.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests	Installation Labor Subtotal _____
	Dismantle Labor Subtotal _____
	TOTAL _____

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: ____/____/____

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CHICAGO, IL

**Discount Deadline:
September 21, 2015**

Want to Save Time and Money?

Select The Expo Group to Supervise the installation and dismantle of your booth.

- Save on hotel nights and travel expenses by arriving the day before the show opens.
- Leave when the show closes.
- Spend your time developing leads.
- Be rested and prepared to promote your product.

LABOR RATES - THE EXPO GROUP SUPERVISED

	ADVANCE	STANDARD	
Straight Time	\$143.00/Hour	\$185.90/Hour	Straight Time: 8:00 am - 4:30 pm, Monday - Friday
Overtime	\$214.50/Hour	\$278.85/Hour	Overtime: 4:30 pm - 8:30 pm, Monday - Friday and 8:00 am - 4:30 pm, Saturday
Double Time	\$286.00/Hour	\$371.80/Hour	Double Time: All Day Sunday & Holidays, 8:30 pm - 8:00 am Monday- Friday & 4:30 pm - 11:59 pm, Saturday

Name of Company Representative to call for questions and confirm completion of booth set up: _____

Phone Number: (____) ____-____ Cell Number: (____) ____-____

Special Equipment Request: _____

If you are unable to provide an on-site representative to supervise the installation and/or dismantle of your exhibit, take advantage of The Expo Group to handle it all for you. We will supervise the labor, set the exhibit according to your instructions, dismantle and then ship it to the address of your choice. Please fill out the following form for further information. All orders are governed by TEG Terms and Conditions.

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

IMPORTANT: You must complete and return The Expo Group Supervised Set Form on the following page and return it with your order. In addition install, dismantle and packing instructions must be included.

TERMS AND CONDITIONS

- Insurance: It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed during Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to date for which labor was ordered. Otherwise, a one hour per man "No-Show" charge will be billed to exhibitor.

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

CALCULATING YOUR TOTAL

Installation Labor Subtotal _____
Dismantle Labor Subtotal _____
TOTAL _____

Exhibiting Company: _____ Booth Number: _____

Print Name: _____
Authorizer's Signature: _____ Date: ____/____/____

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Discount Deadline:
September 21, 2015

Complete only if ordering The Expo Group Supervised Labor.

Inbound Shipping Information	Carrier: _____ Phone: (____) _____ - _____ Pro #: _____
	Shipped To: ☐ Warehouse ☐ Show Site Date Shipped: _____
	Shipped From: City: _____ State: _____ Zip: _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

Set-up Information	Company Representative to call for questions and confirm completion of booth set up. Phone Number: (____) _____ - _____
	Set Up Plans/Photo: ☐ Attached ☐ To be Sent ☐ With Exhibit ☐ In Crate # _____
	Carpet: ☐ With Exhibit ☐ Rent From The Expo Group Carpet Color: _____ Size: _____
	Electrical Placement: ☐ Drawing Attached ☐ Drawing with Exhibit ☐ Electrical Under Carpet
	Graphics: ☐ With Exhibit ☐ Shipped Separately

Outbound Shipping Information	A Total of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____ are being shipped to the following outbound destination.
	Ship To: _____ _____ _____
	Telephone (____) _____ - _____ Must Arrive at Destination By: _____
	Method: ☐ Air Freight ☐ Van Line ☐ Common Carrier ☐ Other (Specify) _____
	Date Carrier is Scheduled to Pickup Freight: _____
	Name of Carrier: _____ Carrier Phone: (____) _____ - _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____
	Freight Charges: ☐ Prepaid ☐ Collect
	Bill To (Company Name & Address): _____ _____ _____
	Phone Number: (____) _____ - _____
NOTE: The Expo Group will not be responsible for product that is not properly packaged and labeled by the exhibitor. Company Name: _____ Booth #: _____ Emergency Contact Name: _____ Phone #: (____) _____ - _____	

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: ____/____/____

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**Discount Deadline:
September 21, 2015**

EQUIPMENT & LABOR

STRAIGHT TIME HRS

8:00 am - 4:30 pm
Monday - Friday

OVERTIME HRS

4:30 pm - 8:30 pm, Monday - Friday
8:00 am - 4:30 pm, Saturday

DOUBLE TIME HRS

All Day Sunday & Holidays
8:30 pm - 8:00 am, Monday -
Friday 4:30 pm - 11:59 pm, Saturday

	ADVANCE	STANDARD	ADVANCE	STANDARD	ADVANCE	STANDARD
5,000 lb. Fork & Operator	\$312.00/Hour	\$480.00/Hour	\$438.00/Hour	\$673.85/Hour	\$624.00/Hour	\$960.00/Hour
Teamster/Helper	\$110.00/Hour	\$169.23/Hour	\$165.00/Hour	\$253.85/Hour	\$220.00/Hour	\$338.46/Hour

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hours	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Additional Labor	Date	Est. Start	Est. End	# of Men	# of Hours	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Describe Work to be Done

Please describe the largest piece of equipment to be handled: _____

Weight: _____ lbs. Size: _____ X _____ X _____ Height to be placed: _____

Please indicate work to be performed: _____

☐ Uncrating ☐ Unskidding ☐ Reskidding of Machinery ☐ Header/Booth Work ☐ Other _____

Exhibitor Show Site Contact (available for logistical questions)

Name _____ Cell () _____

TERMS AND CONDITIONS

- Exhibitors ordering forklift will be assigned a forklift, operator and crew.
- A forklift crew usually includes a forklift operator and one laborer; however, determination of crew size is at the discretion of the official service contractor.
- Exhibitors ordering a forklift to assemble displays or for uncrating, unskidding, positioning, and reskidding equipment or machinery will need to estimate their needs below.
- Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e. 8:00 am. Exhibitor must check in at The Expo Group Service Desk to pick up forklift ordered, and check out at The Expo Group Service Desk upon completion of work.
- 5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request.
- You will be charged a one-hour minimum labor fee if labor is not canceled 24 hours prior to start time.

NOTE: Exhibitors who wish to allow a display builder or Exhibitor Appointed Contractor to order services on their behalf, MUST file a Third Party Authorization form with The Expo Group.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Task of Forklift & Crew (Install Header, Spot Machinery, etc.): _____

TOTAL _____

Exhibiting Company: _____ Booth Number: _____

Print Name: _____

Authorizer's Signature: _____ Date: ____/____/____

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EQUIPMENT AND CREW	STRAIGHT TIME		OVERTIME		DOUBLE TIME	
	Advance	Standard	Advance	Standard	Advance	Standard
High Lift & Crew	\$500.00	\$769.23	\$750.00	\$1,153.85	\$1000.00	\$1,538.46
Additional Labor per Man/per Hour	\$110.00	\$169.23	\$165.00	\$253.85	\$ 220.00	\$ 338.46

Minimum: One Hour per Person

STRAIGHT TIME: 8:00 am - 4:30 pm, Monday - Friday

OVERTIME: 4:30 pm - 8:30 pm, Monday - Friday, 8:00 am - 4:30 pm, Saturday

DOUBLE TIME: All Day Sunday & Holidays, 8:30 pm - 8:00 am Monday - Friday & 4:30 pm - 11:59 pm, Saturday

TERMS AND CONDITIONS

- **All Suspended Sign orders must be submitted with payment and completed paperwork no later than 14 days prior to the 1st day of Exhibitor move-in.**
- Materials necessary to install signs will be billed accordingly.
- Additional charges will be calculated based on the information below as well as number of rigging points. All Suspended Signs **MUST BE** shipped to The Expo Group advance warehouse. Please use the enclosed "Suspended Sign" shipping labels. If shipping direct to Show Site, Exhibitor is subject to additional charges of a minimum of 4 hours of labor.
- Supervision of the hanging of your sign must be done by The Expo Group. If Exhibitor requests a specific set up/dismantle time, a charge of a minimum of 4 hours of labor will be assessed.
- No credits will be issued on services installed as ordered even though not used. Cancellation(s) must be received prior to requested date of service (2 days prior to exhibitor move-in to avoid up to a 25% cancellation fee).
- A minimum charge per sign of one hour per crew/laborer for installation will apply to all booths requiring labor. Labor to dismantle is required and will be based on one-half hour of installation time. Dismantle will automatically be applied to your invoice.
- All overhead suspended signs or banners are subject to approval and must conform to show management and facility regulations. The Expo Group reserves the right to assemble, install and dismantle all suspended signs with approved devices and cable to safely hang signs. The Expo Group reserves the right to refuse to hang sign which is deemed unsafe.
- Set-Up instructions must be provided for signs requiring assembly. Hanging anchor points must be pre-fabricated and ready to use.
- Signs requiring electricity must be in accordance with the National Electrical Code. Please complete and return the Electrical form included in this manual.
- Signs requiring assembly, installation, and dismantling of support devices or hoisting cable will be done on a time-and-material basis. All labor to assemble and disassemble is at exhibitor's expense, and will be charged at TEG's labor rates. Hanging is a separate charge. Suspended Sign dismantle is mandatory.

Procedure	Date	Est. Start	Est. End	# of Hrs.	Rate	Amount
Installation						
Dismantle						

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Please complete the following required form to
provide additional information.

TOTAL _____

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: ____/____/____

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September 21, 2015

Signage Specifications

Must Be Completed

- A. **Type of Sign** ☐ Metal or Wood ☐ Cloth Banner ☐ System ☐ Other _____
- B. **Size of Sign** _____ Height _____ Length _____ Width _____ Weight _____
- C. **Shape of Sign** ☐ Square ☐ Circle ☐ Rectangle ☐ Triangle ☐ Other _____
- D. **Number of feet from floor to bottom of sign** _____
- E. **How many signs all together** _____
- F. **Electrical** ☐ Yes ☐ No If yes, please order from the Electrical Form and indicate "FOR HANGING SIGN"
- G. **Hanging Sign material is fire proof?** ☐ Yes ☐ No
- H. **Does your sign require assembly?** ☐ Yes ☐ No If yes, contact The Expo Group Customer Account Manager (CAM)

Exhibitor Show Site Contact (available for logistical questions)

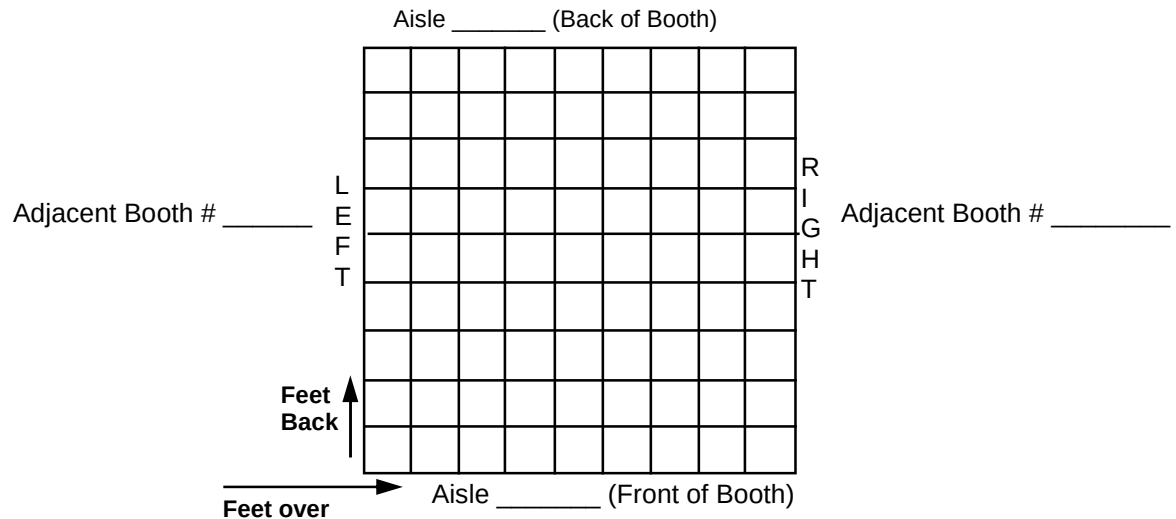
Name _____

Cell () _____

Signage Location

Must Be Completed

Using the diagram below to represent your booth, indicate how far in from each boundary you would like your sign placed. Please fill in the booth numbers of all neighboring booths.



Inbound Shipping Information

Carrier: _____ Phone: () _____ - _____

Date to Arrive at Warehouse: _____

Outbound Shipping Information

Ship To: _____

Carrier: _____ Phone: () _____ - _____

Exhibiting Company: _____ Booth Number: _____

Print Name: _____

Authorizer's Signature: _____ Date: ____/____/____

THE **EXPO** GROUP

Warehouse Shipments
SUSPENDED SIGN

To: _____
(EXHIBITOR)

(BOOTH #)

c/o THE EXPO GROUP
YRC
c/o CCS Trucking
4108 West 52nd Place
Chicago, IL 60632

Name of Convention:
Neuroscience 2015

Must Arrive by October 9, 2015

Carrier: _____ No Pieces: _____

**Materials arriving at the warehouse after October 9, 2015 will
be subject to a surcharge.**

THE **EXPO** GROUP

Warehouse Shipments
SUSPENDED SIGN

To: _____
(EXHIBITOR)

(BOOTH #)

c/o THE EXPO GROUP
YRC
c/o CCS Trucking
4108 West 52nd Place
Chicago, IL 60632

Name of Convention:
Neuroscience 2015

Must Arrive by October 9, 2015

Carrier: _____ No Pieces: _____

**Materials arriving at the warehouse after October 9, 2015 will
be subject to a surcharge.**

THE **EXPO** GROUP

Warehouse Shipments
SUSPENDED SIGN

To: _____
(EXHIBITOR)

(BOOTH #)

c/o THE EXPO GROUP
YRC
c/o CCS Trucking
4108 West 52nd Place
Chicago, IL 60632

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THE **EXPO** GROUP

Warehouse Shipments
SUSPENDED SIGN

To: _____
(EXHIBITOR)

(BOOTH #)

c/o THE EXPO GROUP
YRC
c/o CCS Trucking
4108 West 52nd Place
Chicago, IL 60632

Name of Convention:
Neuroscience 2015

Must Arrive by October 9, 2015

Carrier: _____ No Pieces: _____

**Materials arriving at the warehouse after October 9, 2015 will
be subject to a surcharge.**

Terms & Conditions

1. TEG/Prime is the exclusive provider of all material and equipment used in the distribution of temporary power and plumbing for tradeshow, table top events and/or any event with companies displaying product or services.
2. All electrical equipment utilized by exhibitors, show contractors and show management alike must comply with federal, state, and local codes. TEG/Prime reserves the right to inspect all electrical devices and connections where the clients wiring or equipment is not in accordance with electrical codes.
3. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
4. All extension cords utilized in the production of the event must be a minimum of 14 gauge, 3-wire and grounded approved by a certifying agency like Underwriters Laboratories.
5. TEG/Prime will maintain its contractor license as required by the City of Chicago and will employ qualified electricians in the performance of the contracted services.
6. TEG/Prime will maintain permits for the distribution of temporary utility services as required by local or state agencies.
7. TEG holds TEG/Prime harmless for any and all losses of power beyond TEG/Prime's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty equipment not supplied by TEG/Prime, or for usage overloads caused by the end user.

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OCTOBER 18-21, 2015
 MCCORMICK PLACE
 CHICAGO, IL

Discount Deadline:
September 21, 2015

Description	Qty	x	Advance Price	Standard Price	=	Total
110/120 Volt						
500 Watt		x	\$ 102.00	\$ 156.92	=	
1000 Watt		x	\$ 183.50	\$ 282.31	=	
1500 Watt		x	\$ 230.00	\$ 353.85	=	
2000 Watt		x	\$ 286.00	\$ 440.00	=	
208 Volt Single Phase						
20 Amps		x	\$ 460.00	\$ 707.69	=	
30 Amps		x	\$ 485.00	\$ 746.15	=	
60 Amps		x	\$ 530.00	\$ 815.38	=	
100 Amps		x	\$1,065.00	\$1,638.46	=	
208 Volt Three Phase						
20 Amps		x	\$ 578.00	\$ 889.23	=	
30 Amps		x	\$ 596.00	\$ 916.92	=	
60 Amps		x	\$ 685.00	\$1,053.85	=	
100 Amps		x	\$1,120.00	\$1,723.08	=	
Labor						
Electrician ST - M-F 8 am - 4:30 pm		x	\$ 98.00	\$ 98.00	=	
Electrician OT - All other times M - F		x	\$ 144.00	\$ 144.00	=	
Electrician DT - All Day Sun. and after 4:30 pm on Sat.		x	\$ 191.00	\$ 191.00	=	

Cancellation Policy:

Cancellations received less than one week prior to the first day of exhibitor scheduled move-in will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An electrical location must be provided with this order. See Form 27d.	Subtotal _____
Is it: _____ Attached	Taxes and Fees Multiplied by 9% _____
_____ To Follow	TOTAL _____
_____ Use Standard Location	

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____
 Authorizer's Signature: _____ Date: ____/____/____

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OCTOBER 18-21, 2015
 MCCORMICK PLACE
 CHICAGO, IL

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Material	Qty	x	Advance Price	Standard Price	=	Total
15' Extension Cord		x	\$ 22.00	\$ 22.00	=	
25' Extension Cord		x	\$ 23.00	\$ 23.00	=	
50' Extension Cord		x	\$ 26.00	\$ 26.00	=	
75' Extension Cord		x	\$ 30.00	\$ 30.00	=	
100' Extension Cord		x	\$ 50.00	\$ 50.00	=	
Power Strip		x	\$ 22.00	\$ 22.00	=	
Transformer		x	\$1,600.00	\$1,600.00	=	
Lights (include power and labor)						
1000 watt Quartz light" requires condor additional		x	\$ 450.00	\$ 450.00	=	
Condor per hour		x	\$ 250.00	\$ 250.00	=	

Cancellation Policy:

Cancellations received less than one week prior to the first day of exhibitor scheduled move-in will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An electrical location must be provided with this order. See Form 27d. Is it: _____ Attached _____ To Follow _____ Use Standard Location	Subtotal _____ Taxes and Fees Multiplied by 9% _____ TOTAL _____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____
 Authorizer's Signature: _____ Date: ____/____/____

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MCCORMICK PLACE
CHICAGO, IL

Discount Deadline:
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Return This Information Sheet With The Electrical Service Order Form

Please provide the location of the electrical connection on your equipment (include dimensions), assign location numbers, and describe service required.

Booth Size: _____ x _____

**Adjacent
Booth #** _____

Aisle _____ **(Back of Booth)**

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**Adjacent
Booth #** _____

**Feet
Back**

Feet over

Aisle _____ **(Front of Booth)**

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____
 Authorizer's Signature: _____ Date: ____/____/____

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OCTOBER 18 - 21, 2015
 MCCORMICK PLACE
 CHICAGO, IL

Discount Deadline:
September 21, 2015

Description	Qty	x	Advance Price	Standard Price	=	Total
Water Line						
Water Line Service Charge 1st 90' of hose included		x	\$ 450.00	\$ 692.31	=	
Additional hose per ft.		x	\$ 5.75	\$ 8.85	=	
Water pressure cannot be guaranteed. If this is an issue pressure regulator should be requested.						
Drain Line						
Drain Line Service Charge 1st 90' of hose included		x	\$ 450.00	\$ 692.31	=	
Additional hose per ft.		x	\$ 5.75	\$ 8.85	=	
Compressed Air						
Compressed Air Service Charge 1st 90' of hose included		x	\$ 450.00	\$ 692.31	=	
Additional hose per ft.		x	\$ 5.75	\$ 8.85	=	
Additional outlets within 15'		x	\$ 255.00	\$ 392.31	=	
Prime/TEG is not responsible for water or moisture in air line						
Customer should supply there own filter system if moisture is a concern.						
Drain & Fill (sales tax applies to water 9.25% tax)*****						
First 200 gallons per unit		x	\$ 200.00	\$ 200.00	=	
201 - 500 gallons per unit		x	\$ 375.00	\$ 375.00	=	
501 - 5000 gallons per unit		x	\$ 450.00	\$ 450.00	=	
Water daily top off per unit		x	\$ 50.00	\$ 50.00	=	
Prime/TEG is not responsible for sediment or color of the water in a water fill						
If waste water contains hazardous materials or chemicals it will not be drained.						
Labor						
Plumber ST - M-F 8 am - 4:30 pm		x	\$ 99.00	\$ 99.00	=	
Plumber OT - All other times M - F		x	\$ 148.50	\$ 148.50	=	
Plumber DT - All Day Sun. and after 4:30 pm on Sat.		x	\$ 198.00	\$ 198.00	=	

Cancellation Policy:

Cancellations received less than one week prior to the first day of exhibitor scheduled move-in will be billed at 100%.

ADDITIONAL INFORMATION		CALCULATING YOUR TOTAL	
An Air/Water location must be provided with this order. See Form 28b. Is it: _____ Attached _____ To Follow _____ Use Standard Location		Subtotal _____ Taxes and Fees Multiplied by 9% _____ **Water Taxes and Fees Multiplied by 9.25% _____ TOTAL _____	

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____
 Authorizer's Signature: _____ Date: ____/____/____

Return This Information Sheet With The Air & Water Service Order Form

Please provide the location of the air & water connection on your equipment (include dimensions), assign location numbers, and describe service required.

Booth Size: _____ x _____

Aisle _____ (Back of Booth)

Aisle _____ (Front of Booth)

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Adjacent Booth # _____

Adjacent Booth # _____

Feet Back ↑

Feet over →

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____
 Authorizer's Signature: _____ Date: ____/____/____

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OCTOBER 18 - 21, 2015
MCCORMICK PLACE
CHICAGO, IL

Discount Deadline:
September 21, 2015

General Information

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. Dial tone is typically deactivated the morning following the last day of the event. If you require service beyond that, please contact your Customer Account Manager. Reactivating fees apply if service needs to be re-established.
2. The cost of our telephone service **includes telephone usage**. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, please be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact your Customer Account Manager.
3. **Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communication tax rates and are subject to change without notice. Tax exemptions do not apply for these items.
4. **International Usage Deposit:** For internationally billed companies, a usage deposit of \$300.00 per line is required before "calling out" restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.

Description of Telephone Services

1. **Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument. We do not require that you return the trimline telephone instruments.
2. **Extension - Single Line:** Is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered an Analog Single-Line Service).
3. **Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to seven appearances of the telephone line. Voicemail, if requested, is included along with fixed features such as hold, conference and transfer. These telephones are to be returned to avoid being charged a telephone replacement fee.
4. **Extension - Multi-Line:** Is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered a Digital Multi-Line service).
5. **Voicemail System:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.
6. **Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

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**Discount Deadline:
September 21, 2015**

TELEPHONE SERVICES					
Code	Qty	Description	Advance Rate Per Unit	Standard Rate Per Unit	Total
3310		SINGLE LINE MAIN* - includes the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3321 extension service.	\$290.00	\$435.00	
3321		SINGLE LINE EXTENSION* - cannot be ordered without at least one Main service, code 3310; service includes the use of our telephone instruments	\$140.00	\$210.00	
3315		MULTI-LINE MAIN* - Includes voicemail (by request) and use of telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service.	\$620.00	\$930.00	
3322		MULTI-LINE EXTENSION* - cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.	\$315.00	\$475.00	
N/A		USAGE DEPOSIT PER PHONE LINE - required for internationally billed customers.	\$300.00	\$300.00	
3311		(Voice Mail) Per Single Line Telephone	\$ 60.00	\$ 90.00	
3319		OTHER CARRIER SERVICES	\$265.00	\$ 398.00	
3340		POLYCOM SOUND STATION - Line charge is separate (electrical service required)	\$210.00	\$ 210.00	
3337		SINGLE LINE SPEAKER - Line charge is separate	\$ 12.00	\$ 18.00	

Cancellation Policy:

For full cancellation of all technology services ordered, a cancellation fee in the amount of 10% of the value of the services ordered will be charged. For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An Telephone location must be provided with this order. See Form 29c. Is it: ☐ Attached ☐ To Follow ☐ Use Standard Location	Subtotal _____ Taxes and Fees Multiplied by 14.5 % _____ The Expo Group Service Convenience Charge _____ (\$35.00 Minimum or 10% of Total Order) TOTAL _____

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: ____/____/____

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MCCORMICK PLACE
CHICAGO, IL

Discount Deadline:
September 21, 2015

Return This Information Sheet With The Telephone Service Order Form

Please provide the location of the telephone connection on your equipment (include dimensions), assign location numbers, and describe service required.

Booth Size: _____ x _____

**Adjacent
Booth #** _____

Aisle _____ **(Back of Booth)**

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**Adjacent
Booth #** _____

**Feet
Back**

Feet over

Aisle _____ **(Front of Booth)**

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____
 Authorizer's Signature: _____ Date: ____/____/____

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OCTOBER 18 - 21, 2015
MCCORMICK PLACE
CHICAGO, IL

Discount Deadline:
September 21, 2015

General Information

- All prices for our Internet access services include the first connection to one point in your booth. Additional wiring to fan the main drops within your booth will be performed on a time and material basis. Please contact your CAM for more information.
- Do not forget to order the appropriate electrical service.
- The State of Illinois and the City of Chicago require a telecommunications tax for all Internet service.
- Exhibitors are permitted to fan out their own networking cables if they choose to do so.

Description of Services

The following chart highlights the services offered. Please note the number of additional IP addresses available with each wired service. All wired services are delivered via Category 5 or 6 wiring with RJ45 terminated ends. For wired services, you must supply a device with an Ethernet NIC (network interface card), installed TCP/IP, and an Internet browser. For wireless services, you must provide a device with an 802.11 a, b, g, or n wireless receiver. Our wireless network is optimized for 802.11 a and n devices transmitting and receiving at 5.0 Ghz. Your quality of service on the wireless network may vary depending upon hardware and environmental factors such as booth structures, attendee traffic, and location. For mission critical applications, PES strongly recommends using a wired dedicated service whenever possible. There are no firewalls on our Executive Class Plus or Dedicated services. Nor is there any filtering on our connection to the Internet. Please consider your vulnerabilities; make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall (we offer firewalls for rental). All internet prices are a flat rate; no per minute usage or connection charges apply.

Cancellation Policy

For full cancellation of all technology services ordered, a cancellation fee in the amount of 10% of the value of the services ordered will be charged.

For partial cancellation of technology services ordered, but not yet installed, no cancellation fees will be incurred.

For partial cancellation of technology services ordered and installed, but not yet used by the exhibitor, a cancellation fee of 10% plus the installation labor costs will be charged.

For cancellation of an Internet line that has been installed but not yet used, a 50% cancellation fee will be charged.

For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

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Discount Deadline:
September 21, 2015

DESCRIPTION OF SERVICES			
Service	Connection	IP Addresses	Recommended Uses
Associate Class Shared Wired Service	Typical speeds up to 512 Kbps	Includes 1 DHCP IP address	For an individual user who wants easy plug and play access to E-mail and light web surfing on one device. This service is not designed to consistently support streaming audio or video
Executive Class Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 DHCP Private IP addresses, up to 6 additional addresses can be purchased. Includes one (1) complimentary VIP Wireless Service.	For a user who needs a little more bandwidth and the ability to access the internet over multiple devices with plug and play capability. Executive Class service can be used for light to moderate web surfing.
Executive Class Plus Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 routable public IP addresses, up to 6 additional addresses can be purchased. Includes one (1) complimentary VIP Wireless Service.	Provides the same speeds and service found in the Executive Class Wired Service but uses routable IP addresses.
Dedicated Wired 1.54 Mbps	1.54 Mbps	Includes 10 IP addresses. Up to 10 additional addresses can be added.	1.54 Mbps
Dedicated Wired 3.0 Mbps	3.0 Mbps	Includes 15 IP addresses. Up to 14 additional addresses can be added	3.0 Mbps
Dedicated Wired 6.0 Mbps	6.0 Mbps	Includes 20 IP addresses. Up to 9 additional addresses can be added.	6.0 Mbps
Dedicated Services Greater than 6.0 Mbps			Please contact your Customer Account Manager at 972-751-9400

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 CHICAGO, IL

**Discount Deadline:
 September 21, 2015**

DIGITAL INTERNET SERVICES					
All services include the installation of ONE 10Base T Network cable, terminated on a RJ45 end. Additional wiring is done by our installers on a time and materials basis. You must supply all necessary hardware and software.					
Code	Qty	Description	Advance Per Unit	Standard Per Unit	Total
3401		Associate Class Wired Service	\$ 500.00	\$ 625.00	
3402		Executive Class Wired Service	\$ 1,200.00	\$ 1,500.00	
3403		Executive Class Plus Wired Service	\$ 1,400.00	\$ 1,750.00	
DEDICATED WIRED INTERNET SERVICES					
Code	Qty	Description	Advance Per Unit	Standard Rate Per Unit	Total
3404		1.54 mbps Service	\$ 3,510.00	\$ 4,390.00	
3405		3.0 mbps Service	\$ 5,700.00	\$ 7,125.00	
3406		6.0 mbps Service	\$ 8,700.00	\$ 10,875.00	
3354		Additional TCP/IP Address	\$ 125.00	\$ 160.00	
Dedicated Services Greater than 6.0 Mbps Please call us at 972-751-9400					
Code	QTY	Description	Advance Rate Per Unit	Standard Rate Per Unit	Total
		Hub Rental - If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 16 or 24 port varieties.			
3358		8 Port Hub	\$ 125.00	\$ 160.00	
3376		16 Port Hub	\$ 200.00	\$ 250.00	
3377		24 Port Hub	\$ 250.00	\$ 315.00	
3367		Firewall Rental - WE offer Cisco Pix ® firewalls. Includes basic programming.	\$ 625.00	\$ 780.00	

Cancellation Policy:

For cancellation of an Internet line that has been installed but not yet used, a 50% cancellation fee will be charged.
 For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

ADDITIONAL INFORMATION

An Internet location must be provided with this order. See Form 30f.

Is it: ☐ Attached
☐ To Follow
☐ Use Standard Location

CALCULATING YOUR TOTAL

Subtotal _____
 Taxes and Fees Multiplied by 14.5 % _____
 The Expo Group Service Convenience Charge _____
 (\$35.00 Minimum or 10% of Total Order)
TOTAL _____
 Transfer to Form 30d

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____
 Authorizer's Signature: _____ Date: ____/____/____

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 CHICAGO, IL

Discount Deadline:
September 21, 2015

LABOR	
Straight Time \$	91.00
OverTime \$	133.00
Double Time \$	175.00

TAX BREAKDOWN	
State Excise	7%
State Infrastructure	0.50%
City Excise	7%

Cancellation Policy:

For cancellation of an Internet line that has been installed but not yet used, a 50% cancellation fee will be charged.
 For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

ADDITIONAL INFORMATION

An Internet location must be provided with this order. See Form 30f.

Is it: ☐ Attached
☐ To Follow
☐ Use Standard Location

CALCULATING YOUR TOTAL

Subtotal _____
 Taxes and Fees Multiplied by 14.5 % _____
 The Expo Group Service Convenience Charge _____
 (\$35.00 Minimum or 10% of Total Order)
TOTAL _____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____
 Authorizer's Signature: _____ Date: ____/____/____

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CHICAGO, IL

**Discount Deadline:
September 21, 2015**

WIRELESS ACCESS POINT WAIVER FORM

1. Have you ordered Internet Services? Yes ☐

2. What services have been ordered? (must be a Dedicated Wired Internet Service to qualify / 6 mbps or greater)

3. Is your access point capable of manual power output and channel selection adjustments? Yes ☐ No ☐

Please List Technical Specifications:

AP MAC Address: _____

SSID: _____

AP Manufacturer: _____

AP Model: _____

Intended 2.4 Ghz Channel (please check one): 1 ☐ 6 ☐ 11 ☐

Intended 2.4 Ghz Signal Strength: _____

Intended 5 Ghz Channel: _____

Intended 5 Ghz Signal Strength: _____

Intended Mounting Height: _____

Your signature indicates that you have read and fully understand our terms and conditions as stated in pages 4-5.

Signature: _____

Printed Name: _____

Date: _____

Cancellation Policy:

For cancellation of an Internet line that has been installed but not yet used, a 50% cancellation fee will be charged. For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

ADDITIONAL INFORMATION

An Internet location must be provided with this order. See Form 30f.

Is it: _____ Attached
 _____ To Follow
 _____ Use Standard Location

CALCULATING YOUR TOTAL

Subtotal	_____
Taxes and Fees Multiplied by 14.5 %	_____
The Expo Group Service Convenience Charge (\$35.00 Minimum or 10% of Total Order)	_____
TOTAL	_____

Exhibiting Company: _____ Booth Number: _____

Print Name: _____

Authorizer's Signature: _____ Date: ____/____/____

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CHICAGO, IL

Discount Deadline:
September 21, 2015

Return This Information Sheet With The Internet Service Order Form

Please provide the location of the internet connection on your equipment (include dimensions), assign location numbers, and describe service required.

Booth Size: _____ x _____

Aisle _____ (Back of Booth)

Aisle _____ (Front of Booth)

Adjacent
Booth # _____

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Adjacent
Booth # _____

Feet
Back

Feet over

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____
 Authorizer's Signature: _____ Date: ____/____/____

TERMS & CONDITIONS

INSTALLATION: A representative from your company must be on hand to sign for equipment. Repeat deliveries and/or pick-ups are subject to an additional charge. Labor charges listed include initial delivery, installation, on - site service, and pick - up at your booth.

DELIVERY: Delivery rate is \$250.00 for all rentals up to \$1000.00 Rentals more than \$1000 must be quoted on a per order basis.

CANCELLATION: Cancellation of rental equipment and services must be made 48 hours prior to delivery. No refunds will be made for any cancellations made less than 48 hours prior to delivery.

****UNION HANDLING & SET UP FEE (If applicable)****

Union fees will be based on local Union Jurisdiction and current rates. Delivery and Pickup times will also determine whether you are charged Straight Time, Overtime or Double Time. Calculated rate will be sent back with your confirmation.

5931 West Campus Circle Drive, Irving, Texas 75063
Phone: (972) 580-9000 Fax: (972) 465-1196
Log on to **cyberservices™** at www.theexpogroup.com

OCTOBER 18 - 21, 2015
MCCORMICK PLACE
CHICAGO, IL

**Discount Deadline:
September 21, 2015**

Audio Visual/Computer Equipment may be ordered from the list below. Additional equipment is also available on request. All prices based on delivery on day prior to show opening.

No Equipment will be left in unattended booths.

Delivery of equipment to your booth on Thursday, October 15, 2015 or Friday, October 16, 2015.

Failure to receive equipment at scheduled time will result in an additional delivery charge.

Please select time of delivery: (This is an estimated window and is not guaranteed.)

8:00 am - 10:00 am 10:00 am - 12 noon 1:00 pm - 3:00 pm 3:00 pm - 5:00 pm
☐ ☐ ☐ ☐

Equipment	Show Price	Qty	Total
Non-Touch Displays			
32" SLIM HD Monitor (1920 x 1080)	\$ 365.00		
40" SLIM HD Monitor (1920 x 1080)	\$ 550.00		
46" SLIM HD Monitor (1920 x 1080)	\$ 640.00		
55" SLIM HD Monitor (1920 x 1080)	\$ 910.00		
65" SLIM HD Monitor (1920 x 1080)	\$1,275.00		
70" HD Monitor (1920 x 1080)	\$2,550.00		
80" HD Monitor (1920 x 1080)	\$3,250.00		
Desktop Computers			
LENOVO M91p SFF i7 2600 4G,320G HD DVD RW	\$ 350.00		
APPLE MAC MINI CORE 2.4GHz,4G,32G,NVIDIA	\$ 200.00		
Laptop Computers			
LENOVO TP T520 i5 2.5GHz,4G,500G WIDE	\$ 240.00		
LENOVO TP W520 i7 2.2GHz,8G,500G,FULL HD	\$ 335.00		
MacBook Pro 15" Quad Core i7 2.2Ghz Thunderbolt 8GB Ram	\$ 450.00		
Tablets			
APPLE IPAD2™ 32GB WiFi + G3 9.7" MULTI TOUCH	\$ 210.00		
MICROSOFT SURFACE PRO 2	\$ 355.00		

Cancellation Policy Cancellation of rental equipment and services must be made 48 hours prior to delivery. No refunds will be made for any cancellations made less than 48 hours prior to delivery.

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

AV/Computer Rental is fulfilled
by NMR



CALCULATING YOUR TOTAL

Subtotal _____

TOTAL _____

Transfer to form 31c

Exhibiting Company: _____ Booth Number: _____

Print Name: _____

Authorizer's Signature: _____ Date: ____/____/____

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8:00 am - 10:00 am 10:00 am - 12 noon 1:00 pm - 3:00 pm 3:00 pm - 5:00 pm
☐ ☐ ☐ ☐

Equipment	Show Rate	Qty	Total
All-In-One Computer			
HP COMPAQ ELITE 8300 ALL-In-One Core i7 PC 3.4GHz	\$ 390.00		
Multi-Touch Displays			
SAMSUNG ME32B 32" LED 240Hz w/TOUCH OPTION	\$ 750.00		
SAMSUNG ME46B 46" LED 240Hz w/TOUCH OPTION	\$1,650.00		
SAMSUNG ME55B 55" LED 240Hz w/TOUCH OPTION	\$1,825.00		
SAMSUNG ME65B 65" LED 240Hz w/TOUCH OPTION	\$3,335.00		
Floor Stands			
DUAL-POST 84" FLOOR STAND (SINGLE DISPLAY)	\$ 135.00		
ADJUSTABLE SLIDE SHELF	\$ 45.00		
iPAD FLOOR STAND	\$ 225.00		
Seamless Video Wall (Floor based)			
2x2 46" Seamless LCD Display Pkg(80.8"wide x 45.6" high)	\$6,350.00*		
3x3 46" Seamless LCD Display Pkg (121.2" wide x 68.4" H)	CALL		
* Technical Labor is required and will be quoted Separately			
**Wall Mounted or Ceiling rigged available	CALL		
Additional Items			
19" Floor Standing Kiosk with Touch Screen Option	\$1,155.00		
32" LCD Touch Screen Portrait Interactive Kiosk	\$1,995.00		
HP B/W Laser Printer	\$ 225.00		
HP Color Laserjet Printer 21ppm (w/duplex)	\$ 455.00		

Cancellation Policy Cancellation of rental equipment and services must be made 48 hours prior to delivery.
No refunds will be made for any cancellations made less than 48 hours prior to delivery.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

AV/Computer Rental is fulfilled by
NMR



Less 10% if Ordered and Paid by 9/21/2015 _____
\$250.00 Minimum Delivery/Pick - up Fee _____
**Installation/UNION Fee to be Quoted _____
Sub-Total _____
9.25% Sales Tax _____
GRAND TOTAL _____

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: ____/____/____

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Phone: (972) 580-9000 Fax: (972) 465-1196
Log on to **cyberservices™** at **www.theexpogroup.com**

OCTOBER 18-21, 2015
MCCORMICK PLACE
CHICAGO, IL

**Discount Deadline:
September 21, 2015**

The pleasing accent of floral displays softens and enhances your exhibit space, creating a professional and comfortable environment for you and your customers to conduct business. Special floral options are available on request. All materials and plants available on a rental basis only, except for cut flower arrangements. Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied. All prices include: delivery, installation, servicing, top dressing, decorative containers, and removal at end of show. Orders placed on the show floor are subject to availability.

Green & Blooming Plants		Qty.	Advance Price	Standard Price	Total
	Mum Plants	_____ x	\$ 43.00	\$ 61.43	= _____
	Color: _____ Yellow _____ White _____ Lavender _____ Bronze				
	Seasonal Flowering (Azaleas, etc.)	_____ x	\$ 55.00	\$ 78.57	= _____
	Large Fern or Ivy	_____ x	\$ 55.00	\$ 78.57	= _____
	3' Green Plants	_____ x	\$ 68.50	\$ 97.86	= _____
	4' Green Plants	_____ x	\$ 79.00	\$112.86	= _____
	5' Green Plants	_____ x	\$ 94.75	\$135.36	= _____
	6' Green Plants	_____ x	\$109.25	\$156.07	= _____
Lead Tracking	8" Bubble Bowl	_____ x	\$ 49.50	\$ 70.71	= _____
	(Great for drawing business cards).				
Special Packages	Package "A" (For typical 100 sq. ft. booth)				
	2 - 3' Plants				
	1 - Table-top Plant				
	All with Deco Containers	_____ x	\$158.00	\$225.71	= _____
	Package "B" (For typical 200 sq. ft. booth)				
	3 - 3' Plants				
	1 - Table-top Plant				
	All with Deco Containers	_____ x	\$211.00	\$301.43	= _____
Professional Floral Services	Custom Designed Floral Arrangement				
	Small Arrangement	_____ x	\$110.50	\$157.86	= _____
	Large Arrangement	_____ x	\$144.00	\$205.71	= _____

Cancellation Policy: Cancellations received less than one week prior to the first day of exhibitor scheduled move-in will be billed at 50%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests	Subtotal _____
	Taxes and Fee Multiplied by 9% _____
	TOTAL _____

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: ____/____/____

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Phone: (972) 580-9000 Fax: (972) 465-1196
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OCTOBER 18 - 21, 2015
MCCORMICK PLACE
CHICAGO, IL

You may make arrangements to have your booth photographed during the show by completing and submitting this order form. Please make your desired photographic selection below.

Exhibit Photography	Quantity	Price	Total
8 x 10 Prints per view	_____ x	\$ 250.00 =	_____
Digital image on CD per view (All Images on CD include Unlimited Usage Rights)	_____ x	\$ 275.00 =	_____
8 X 10 Print and Image on CD per View	_____ x	\$ 300.00 =	_____
Duplicate CD of entire order	_____ x	\$ 100.00 =	_____
Additional 8 x 10 prints	_____ x	\$ 65.00 =	_____
DEP (Dynamic Exhibit Photo Imaging) (Image corrected for color & density, distracting items Removed, specific elements highlighted. (IDEAL FOR EXHIBIT BUILDERS)	_____ x	\$ 600.00 =	_____
Video Footage (4 view min.) *	_____ x	\$ 678.60 =	_____
Video Footage (No min. Photography Order) *	_____ x	\$ 971.45 =	_____
Video Footage Edit *	_____ x	\$ 535.75 =	_____
* Contact your Customer Account Manager for details			
How do you want your photographs set? (circle one)			
Empty	Staff	Crowd	Posed Candid

Event Photos	Photographic Coverage and delivery of all images on DVD.	_____ x	\$ 500.00/Hr =	_____
	Event images on 4GB USB Drive (within 2 hrs. after end of event)	_____ x	\$ 107.15 =	_____
	Upload of Event Images to Social Media Site Post-Event (within 4 hrs. after end of event)	_____ x	\$ 85.00/Hr =	_____
	Description of Event: _____			
Location: _____				
Date: _____ Time: _____				
One hour minimum booked in whole hour increments. To be used for Timed Special Events only. Does not include Exhibit or Product Photography.				

Please have photographer contact _____ onsite to discuss views on _____ at _____ Time

Please contact your Customer Account Manager (CAM) for additional pkgs, special order, and/or quotes.

Cancellation Policy Cancellation received less than one week prior to the first day of exhibitor move-in will be billed at 50%. Orders ship within 7 business days after closing date of show, orders requested earlier will be subject to a rush charge. Claims must be made in writing within 7 days of receipt of materials.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
SHIP PHOTOS TO: _____ _____ _____ _____	Photography Subtotal _____
	Labor Subtotal _____
	Taxes and Fees Multiplied by 9% _____
	Shipping and Handling Charge \$ 20.00 _____
	TOTAL _____

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: ____/____/____

Dear Exhibitor,

For your upcoming event at McCormick Place you will have (2) two options for ordering your Telephone/Internet Services. You may order directly from the exclusive McCormick Place Technical Service Provider at McCormick Place or for a small cost difference, you may order through The Expo Group, your Single Source Solution®.

OPTION #1 (The Expo Group)

As your Single Source provider, The Expo Group (TEG) provides you the value added advantage of ordering all your exhibitor needs by mailing, faxing, calling, or e-mailing your personal Customer Account Manager, or by ordering online through *cyberservices*™ 24 hours a day. You have the convenience of having a single contact throughout the show. And, once the show ends you can reconcile your account with your TEG Customer Account Manager and write just one check or submit a credit card for ALL services and you are on your way. No standing in multiple lines to pay multiple suppliers.

OPTION #2 (McCormick Place Technical)

McCormick Place Technical is the exclusive in house provider for all Telephone/Internet Services at the McCormick Place. You may order directly from McCormick Place Technical if you wish. If you choose to order directly from McCormick Place Technical, you will need to use the enclosed order form and send your request directly to McCormick Place Technical as indicated on the order form. You will also make your payment arrangements for services directly with McCormick Place Technical. If you have any on site show needs you need to contact McCormick Place Technical or their service desk for assistance.

If you have any questions please feel free to contact me.

Regards,

Dana Trimble
Team Leader
972-580-9000 ext. 1440
dtrimble@theexpogroup.com



TECHNOLOGY SERVICES

ORDERING GUIDE AND FACILITY INFORMATION

Neuroscience 2015

Deadline Date:

SEPTEMBER 28, 2015

Please note:

Your show is providing complimentary unthrottled Wi-Fi during your event.

Your device must be capable of supporting 5Ghz to utilize this service.

Please contact us if you need assistance.

(312) 791-6113 (Call Center)

(312) 791-6159 (Fax)

technology@mccormickplace.com (E-Mail)

Order Telecommunication Services On-Line At www.mccormickplace.com

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\$\$ SAVING TIPS \$\$

Following are some tips that will help contribute to a successful event and save you money.

- Save time by ordering your services via our Online Ordering System. Visit us at www.mccormickplace.com.
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call Technology Services at (312) 791-6113 to ensure the services you are ordering are correct for your needs.
- Please pay attention to the DEADLINE DATE. Having your order, floor plans and full payment submitted by your DEADLINE DATE will save you money.
- McCormick Place requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.
- Be sure to check in at our Service Desk upon your arrival to notify our staff when you are ready for your services. Our labor hours are as follows: **ST- Straight Time / OT- Overtime / DT- Double Time**

	MONDAY-FRIDAY	SATURDAY	SUNDAY/HOLIDAY
12:00am-5:59am	DT	12:00am-4:30pm OT for 1st Eight Consecutive Hours & DT Only After Eight Hours	DT
6:00am-10:00pm	ST for 1st Eight Consecutive Hours & OT Only After Eight Hours		
10:01pm-11:59pm	OT	4:31pm-11:59pm DT	

PLACING AN ORDER

When placing an order, pay particular attention to the **deadline date**. If you place your order by the deadline date, **you will save money**. Orders received after the deadline date or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order and payment** are received by us on or before the deadline date. The **Standard** rates apply to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order).

A COMPLETE ORDER CONTAINS ALL OF THE FOLLOWING ELEMENTS:

- Order and Payment Summary Form
- Technology Service Order Form(s)
- Floor Plan Template

During the event you will receive an On-Site Invoice for your technology services including itemized inbound labor and non-itemized tear out labor. **You will remit payment for the On-Site Invoice at this time.**

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

TELEPHONE SERVICES

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. The dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact our Service Desk. Reactivating fees apply if service needs to be re-established.
2. The cost of our telephone service includes telephone usage*. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact us at (312) 791-6113.
3. **Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice. Tax exemptions do not apply for these items.
4. **International Usage Deposit:** For internationally billed companies, a usage deposit of \$300.00 per line is required before "calling out" restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.

DESCRIPTION OF TELEPHONE SERVICES

Telephone usage (if applicable) is billed after the close of the event and billed to your credit card.

1. **Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument. We do not require that you return the trimline telephone instruments.
2. **Extension - Single Line:** Is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered an Analog Single-Line Service)
3. **Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to seven appearances of the telephone line. Voicemail, if requested, is included along with fixed features such as hold, conference and transfer. These telephones are to be returned to avoid being charged a telephone replacement fee.
4. **Extension - Multi-Line:** Is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered a Digital Multi-Line service).
5. **Voicemail System:** Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.
6. **Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

*Some exceptions may apply. Please refer to your order form or visit our website for complete details.

CABLE TELEVISION ACCESS

(South and West Buildings only)

INTERNET SERVICE

We also offer a full menu of Wired and Wireless Internet to meet a wide range of needs and budgets. All services include 24 hour access through the move-in, event and move-out. The Technology Services department will work with you and your staff to meet your needs. If you have Internet questions, call (312) 791-6113 or E-mail: technology@mccormickplace.com.

Please note:

- The State of Illinois and the City of Chicago require a non-exempt telecommunications tax for all telephone and Internet Services. These taxes are excise and not resale or sales tax exempt.

DESCRIPTION OF INTERNET SERVICES

The following chart highlights the services offered. Please note the number of additional IP addresses available with each wired service. All wired services are delivered via Category 5 or 6 wiring with RJ45 terminated ends. For wired services, you must supply a device with an Ethernet NIC (Network Interface Card), installed TCP/IP, and an Internet browser. For wireless services, you must provide a device with an 802.11 a, b, g, or n wireless receiver. Our wireless network is optimized for 802.11 a and n devices transmitting and receiving at 5.0 Ghz. Your quality of service on the wireless network may vary widely depending upon hardware and environmental factors such as booth structures, attendee traffic, and location. For mission critical applications, McCormick Place strongly recommends using a wired dedicated service whenever possible. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities; make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall (we offer firewalls for rental). All Internet prices are a flat rate; no per minute usage or connection charges apply.

Service	Connection Speed	IP Addresses	Recommended Uses
Associate Class Shared Wired Service	Typical speeds up to 512 Kbps	Includes 1 DHCP IP address	For an individual user who wants easy plug and play access to E-mail and light web surfing on one device. This service is not designed to consistently support streaming audio or video.
Executive Class Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 DHCP Private IP addresses, up to 6 additional addresses can be purchased. Includes one (1) complimentary VIP Wireless Service.	For a user who needs a little more bandwidth and the ability to access the internet over multiple devices with plug and play capability. Executive Class service can be used for light to moderate web surfing.
Executive Class Plus Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 routable public IP addresses, up to 6 additional addresses can be purchased. Includes one (1) complimentary VIP Wireless Service.	Provides the same speeds and service found in the Executive Class Wired Service but uses routable IP addresses.
Dedicated Wired 1.54 Mbps	1.54 Mbps	Includes 10 IP addresses. Up to 10 additional addresses can be added.	1.54 Mbps
Dedicated Wired 3.0 Mbps	3.0 Mbps	Includes 15 IP addresses. Up to 14 additional addresses can be added.	3.0 Mbps
Dedicated Wired 6.0 Mbps	6.0 Mbps	Includes 20 IP addresses. Up to 9 additional addresses can be added.	6.0 Mbps
Dedicated Services Greater than 6.0 Mbps			Please contact Technology Services at (312) 791-6113 or technology@mccormickplace.com .

“READ CAREFULLY BEFORE USING OUTSIDE UNAUTHORIZED INTERNET PROVIDERS”

McCormick Place is proud to provide industry-leading, high quality wired and wireless internet services to meet the information needs of show managers, exhibitors, and event attendees. As the exclusive provider of wired and 802.11 wireless internet service, McCormick Place’s competitive service offerings are capable of meeting the needs of any customer class. Outside internet providers are not allowed within the confines of the facility and in order to protect our customers’ service, McCormick Place reserves the right to monitor and control interference caused by unauthorized transmitters.

As leaders in the field of convention center internet delivery, McCormick Place offers many right-sized services and strives to lead the industry in both pricing and quality of service. Inasmuch as McCormick Place recognizes the need for competition to help maintain fair and honest pricing, that competition does exist between facilities and when comparing like services and their standard rates, McCormick Place leads the way in providing the most value for the dollar. Many third party providers of portable “MiFi” or similar devices imply, or state outright, that there is legislation that protects their right to transmit in the Wi-Fi range, and this is simply disinformation used to acquire customers. The biggest threat to successful implementation of a well-deployed Wi-Fi infrastructure is interference. Given the nature of wireless services in an environment such as a convention center, McCormick Place closely monitors Wi-Fi usage to ensure our customers receive the best possible service.

In order to help our customers who need the type of service that is delivered by these “internet in a briefcase” providers, McCormick Place has developed a service offering to deliver an improved version of what these unauthorized, outside providers sell, and do so at a lower net cost. The chart below compares a **sample** third party’s offering with McCormick Place’s improved service;

	Third Party	McCormick Place
Basic Service for one device	\$499 <i>(4 devices maximum)</i>	Complimentary Wi-Fi at UNTHROTTLED Speed is available.
Additional days beyond 3	\$125	No charge
<i>The basic service from our sample provider only covers 3 days.</i>		
Shipping	\$60	No charge
Estimated total for a 4-day show	\$684	\$0

Although the initial appearance is that the “bring your own internet” option is attractive, clearly it is advantageous to purchase directly from the facility. To recap some of the benefits to McCormick Place’s offering:

- Support: The only supported wireless provider is McCormick Place. As such, we:
 - Visit customers who are having issues
 - Help customers with device configuration
 - Work to resolve interference issues with neighboring exhibitors who may not be following McCormick Place rules for Wi-Fi use
 - Add equipment directly to an effected user’s booth if necessary
- Convenience: There is no need to utilize a freight carrier such as Fed Ex or UPS to transport devices, etc. The in-house, in place equipment is all that is required.

COMPLIMENTARY WI-FI

Complimentary Wi-Fi at a speed of unthrottled will be offered in public/function spaces, the exhibit floor and meeting rooms. Do not use complimentary Wi-Fi for mission critical purposes. Please purchase a hard wired service for these needs.

WIRELESS ACCESS POINT WAIVER

- McCormick Place is the exclusive provider of wired and IEEE Standard 802.11 Wireless (Wi-Fi) Internet Services in all McCormick Place Facilities except for the McCormick Place Hyatt Hotel.
- McCormick Place may offer a waiver to allow an exhibitor to provide their own wireless. A waiver will only be provided under the following conditions:
 - The exhibitor must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 30 days in advance of the first move-in day for the show.
 - The exhibitor must purchase a 6 MBPS or greater dedicated wired internet service from the facility.
 - Any approved access points must be capable of manual power output and channel selection adjustments.
 - The exhibitor must configure the approved access point to the requirements specified by the facility.
 - Notwithstanding our best efforts to eliminate interference, if the exhibitor provided unit interferes with the facility's Wi-Fi system, the exhibitor will be required to disable it. If the access points were registered with the facility, the exhibitor will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.
 - If an exhibitor is found to be operating a non-approved wireless network using a McCormick Place wired service, the wired service will be terminated.
 - Exhibitors who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.

There are several vendors who currently provide small portable Wi-Fi systems which connect to a cellular carrier and provide Wi-Fi service to linked devices. While this may appear to be a great solution to an individual who wants to provide temporary Wi-Fi services they typically interfere with the Wi-Fi signal provided to users on the facility system. **These vendors are not authorized nor allowed to enter the complex for any service related issues.** McCormick Place provides a competitively priced exhibitor targeted Wi-Fi service which can be used throughout the facility and which is supported by an in-house staff. McCormick Place does not allow the transmission of IEEE standard 802.11(Wi-Fi) signals from self-contained portable Wi-Fi systems.

MCCORMICK PLACE

TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES

1. **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your final bill.
2. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in:
 - a) assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or
 - b) collecting information required to complete the installation that customer fails to provide.
3. **Use of Internet Services.**
 - a) **APPLICABILITY** Please read this acceptable use policy prior to using the service; by using the Wi-Fi service, you, the user, are agreeing to the terms of this acceptable use policy. You are responsible for any violation of this acceptable use policy or misuse of the service through the use of your device, even if the misuse was conducted by a third party or other end user with access to your device, whether permitted by you or not. It is your responsibility to secure your computer(s), and/or mobile device so that such misuse is prevented.
 - b) **REVISIONS TO POLICY** McCormick place may revise this acceptable use policy from time to time without notice by posting any such revision on mccormickplace.com or any successor URL. Any revision of this acceptable use policy is effective immediately upon such posting. As such, you should regularly visit mccormickplace.com and review the posted acceptable use policy. In the event of a conflict between any user or customer agreement and this acceptable use policy, the terms of this acceptable use policy will govern.
 - c) **VIOLATIONS** McCormick place reserves the right to immediately terminate your access without notice at McCormick place's sole discretion if you or others who use your account violate this acceptable use policy. You agree to defend, hold harmless, and indemnify McCormick place, its manager, and their affiliates, directors, officers, employees, agents, licensees, and other partners and employees, from any loss, liability, claim, or demand, including reasonable attorney's fees, made by any third party due to or arising out of your breach of any provision of this acceptable use policy.
 - d) **COMMERCIAL USE** If you have purchased and are using a VIP Wireless service, this paragraph 4 shall not apply to your use of Wi-Fi at McCormick Place. Wi-Fi Service is provided for personal use within McCormick Place. You agree that you will not use, nor allow others to use, the Wi-Fi Service to operate any type of business or commercial enterprise or to use the Wi-Fi Service as an Internet service provider. You agree that you will not use, nor allow others to use, your mobile device as a Web Server, FTP Server, file server or game server or to run any other server applications.
 - e) **NO RESELLING OF SERVICES** User will not resell or redistribute, or allow others to resell or redistribute, access to the Wi-Fi Service in any manner, including by wireless means.

TERMS AND CONDITIONS FOR NETWORK (continued)

- f) **NO ILLEGAL OR FRAUDULENT USE** You agree that you will not use, and not encourage or allow others to use, the Wi-Fi Service to violate any applicable federal, state, local or international laws orders or regulations. You agree that you will not use, nor allow others to use, the Wi-Fi Service to plan or commit, or encourage or help others to plan or commit, a crime, fraud or act of terrorism, including but not limited to posting or transmitting information, data or material that is unlawful, abusive, libelous, slanderous, obscene, profane, unlawful, threatening, or defamatory, posting or transmitting child pornography or obscene material, engaging in a pyramid, Ponzi or other illegal soliciting schemes, sending chain e-mail that request money or other items of value, illegal gambling, the offering for sale of illegal weapons or substances, the promotion or publication of any material that may violate hate crime laws, or exporting software or technical information in violation of U.S. export control laws. You agree to indemnify, defend and hold harmless McCormick Place and its affiliates, suppliers, and agents against all claims and expenses (including reasonable attorney fees) resulting from you engaging in any act prohibited by this Acceptable Use Policy or resulting from your violation of this Acceptable Use Policy. This paragraph will survive any termination or expiration of any applicable subscriber agreement.
- g) **NO INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send or receive any information that infringes the intellectual property, including without limitation patents, trademarks, copyrights, trade secrets or proprietary rights of any other person or entity. This includes, but is not limited to digitized music, movies, books, photographs, art or other copyrighted materials or software.
- h) **NO THREATS OR HARASSMENT** You agree that you will not use, nor allow others to use, the Wi-Fi Service to transmit any material that threatens or encourages bodily harm or destruction of property or which harasses, abuses, defames or invades the privacy or rights of any other person or entity.
- i) **NO HARM TO AND PROTECTION OF MINORS** You agree that you will not use, nor allow others to use, the Wi-Fi Service to harm or attempt to harm a minor, including but not limited to using the Wi-Fi Service to send pornographic, obscene or profane materials, or violating the Children's Online Privacy Protection Act.
- j) **NO "SPAMMING"** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send materials in a manner inconsistent with federal and state laws, including without limitation the CAN-SPAM Act of 2003 (15 U.S.C. §§ 7701-7713 and 18 U.S.C. § 1037). These materials include without limitation mass or bulk e-mail, numerous copies of the same or substantially similar messages, empty messages, or messages which contain no substantive content. We reserve the right, in our sole discretion, to determine whether such postings or transmissions constitute an advertisement, promotional material or any other form of solicitation in violation of such laws.
- k) **NO "HACKING"** You agree that you will not use, nor allow others to use, the Wi-Fi Service to access the accounts of others or to attempt to penetrate security measures of the Wi-Fi Service or access any other person's computer or computer system, software, data, confidential or proprietary information of others without the owner's knowledge and consent ("hacking") or to cause a disruption of service to other on-line users. You agree that you will not use, nor allow others to use, tools designed for compromising network security, such as password guessing programs, cracking tools, packet sniffers or network probing tools.

TERMS AND CONDITIONS FOR NETWORK (continued)

- l) **NO SYSTEM DISRUPTION** You agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt, restrict, destroy, impair or create any unusually large burden, disrupt any backbone network nodes or network service used by McCormick Place or others. You also agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt other Internet service providers or services, including but not limited to by e-mail bombing or the use of mass mailing programs, viruses, locks, keys, worms, Trojan horse or other harmful or debilitating feature; distribute mass or unsolicited e-mail, including commercial advertising, announcements or junk mail; or otherwise generate large levels of traffic sufficient to impede other's ability to send or receive information.
- m) **NO IMPERSONATION OR FORGERY** You agree that you will not, nor allow others to, impersonate another user, falsify one's user name, age, digital or manual signature or identity in e-mail or in any post or transmission to any newsgroup or mailing list or other similar groups or lists. You agree that you will not, nor allow others to, forge any message header of any electronic transmission, originating or passing through the Wi-Fi Service, or use an IP address not assigned to you.
- n) **NO ABUSE OF NEWSGROUPS** You agree that will not, nor allow others to, post a similar item to more than three (3) newsgroups or mailing lists. You agree that you will not, nor allow others to, post or transmit any private, third party e-mail to any newsgroup or mailing list without the explicit approval of the sender.
- o) **NO "VIRUSES"** You agree that you will not use, nor allow others to use, the Wi-Fi Service to restrict, inhibit, or otherwise interfere with the ability of any other person to use or enjoy the Wi-Fi Service or any features of the Wi-Fi Service, any Equipment or the Internet, regardless of intent, purpose or knowledge, including, without limitation, by posting or transmitting any information or software which contain computer "viruses," worms, "Trojan horses" or other harmful software programs and that you will use your best efforts to prevent the unintentional transmission of such viruses.
- p) **Wi-Fi MONITORING.** McCormick Place reserves the right at any time to monitor bandwidth, usage, transmissions, and content on the Wi-Fi Service from time to time; to seek or identify violations of this Policy; and/or to protect the network, the Wi-Fi Service and McCormick Place users. McCormick Place may not, however, routinely monitor the activity of your Wi-Fi Service account for violations of this Acceptable Use Policy. McCormick Place's failure to enforce this Acceptable Use Policy, for whatever reason, shall not be construed as a waiver of any right to do so at any time. You agree that any portion of this Acceptable Use Policy held invalid or unenforceable will as much as possible be construed consistent with the intent and applicable law; the remaining portions of this Acceptable Use Policy will remain in full force and effect.

- 4. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
- 5. **Performance Disclaimer.** The Authority does not warrant that the services provided hereunder will meet Customer's requirements or that Customer's access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond the Authority's reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, Customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.

TERMS AND CONDITIONS FOR NETWORK (continued)

6. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, its board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.
7. **No Warranties.** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of Merchant ability and the fitness for a particular purpose.
8. **Limitation on Liability.** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority's Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.
9. **Indemnity.** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.
10. **Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.
11. **Changes.** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and conditions by visiting: www.mccormickplace.com.
12. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

PAYMENT POLICY

Your on- site representative must be aware of this payment policy and be prepared to make payment upon installation of technology services. **Payment must be made by credit card, company check, travelers check or cash.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If an agent is hired to handle display and/or billing for any services, the exhibiting firm and its agent must complete the section entitled **THIRD PARTY AUTHORIZATION** on the Order and Payment Summary Form. Upon confirmation of your third party agent's satisfactory credit rating, third party billing arrangements will be made.

For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

CANCELLATION POLICY

For full cancellation of all technology services ordered, a cancellation fee in the amount of 10% of the value of the services ordered will be charged.

For partial cancellation of technology services ordered, but not yet installed, no cancellation fees will be incurred.

For partial cancellation of technology services ordered and installed, but not yet used by the exhibitor, a cancellation fee of 10% plus the installation labor costs will be charged.

For cancellation of an Internet line that has been installed but not yet used, a 50% cancellation fee will be charged.

For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

LIMITATION OF LIABILITY

Any liability of McCormick Place for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.

SUBMITTING YOUR ORDER

**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO:
"MCCORMICK PLACE / SMG"**

1. Online: www.mccormickplace.com
2. US mail/First Class Mail/Couriers or Overnight Express (remember to allow ten days):
Metropolitan Pier and Exposition Authority • McCormick Place/SMG
301 E. Cermak Road • Chicago, IL 60616
3. Fax: (312) 791-6159
You may fax your complete order information. The Technology Services department will return a confirmation notice of receipt of your faxed order confirmation.
4. Wire Transfer:
JPMorgan Chase • Chicago, IL 60603 • ABA # 021-000-021 • Account # 937524601 • Attn: SMG McCormick Place Depository
All wire transfers should include the following information:
 - Your company name • The event/show name • Your booth/space number

Federal Tax ID Number: 366009091

Illinois Tax ID Number: E9988509303

ORDER AND PAYMENT SUMMARY FORM

COMPANY NAME:	BOOTH #:	SQ. FT.:
ADDRESS:	PHONE #:	
CITY:	STATE:	ZIP:
		FAX #:
TODAY'S DATE:		
ON-SITE CONTACT NAME:	CELL #:	
EMAIL ADDRESS:	SUBMITTED BY:	

EVENT NAME:	SFN 2015	DATE RECEIVED: FOR OFFICE USE ONLY	
EVENT CODE:	31342	ORDER #:	
DEADLINE DATE:	September 28, 2015	CUST #:	CK AMT \$:
EVENT DATES:	October 18-21, 2015	BATCH #:	CK#:

WHEN ORDERING ANY TECHNOLOGY SERVICE, THIS FORM MUST BE COMPLETED AND RETURNED WITH THE FLOORPLAN TEMPLATE AND THE SERVICE ORDER FORM(S). PLEASE INDICATE BELOW THE METHOD OF PAYMENT. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
REGARDLESS OF THE METHOD OF PAYMENT YOU SELECT, AN APPROVED CREDIT CARD MUST BE ON FILE.

PLEASE MARK APPROPRIATE BOXES BELOW.

COMPANY CHECK NUMBER _____ ☐ WIRE TRANSFER ☐ CREDIT CARD

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK, MAKE CHECKS PAYABLE TO: MCCORMICK PLACE/SMG

☐ THIS AUTHORIZATION WILL BE USED TO CHARGE YOUR CREDIT CARD ACCOUNT FOR YOUR ADVANCE ORDERS AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVES AND ANY ASSOCIATED MEETING ROOM COSTS. THESE CHARGES MAY INCLUDE LABOR, MATERIAL AND TELEPHONE USAGE. PLEASE COMPLETE THE INFORMATION BELOW.

OR

☐ FULL ORDER PAYMENT IS ENCLOSED. THE CREDIT CARD INFORMATION BELOW IS REQUIRED TO BE KEPT ON FILE. YOUR CREDIT CARD WILL NOT BE CHARGED UNLESS THERE IS AN OUTSTANDING BALANCE ON YOUR ACCOUNT AT THE END OF YOUR SHOW AND PAYMENT IS NOT RECEIVED FOR SUCH BALANCE PRIOR TO YOU LEAVING OUR FACILITY.

EXHIBITOR AUTHORIZATION

CREDIT CARD NO.:	
EXPIRATION DATE:	
☐ PERSONAL CREDIT CARD	☐ COMPANY CREDIT CARD
CARDHOLDER'S NAME (PRINT):	
CARDHOLDER'S SIGNATURE:	
BILLING ADDRESS:	
CITY/STATE/PROVINCE/ZIP:	
PHONE (EXT):	FAX:

PLEASE CALCULATE YOUR SUB-TOTAL FROM EACH SECTION IN THE AREA BELOW

Telephone	\$
Cable TV	\$
Internet	\$
*Tel/Internet tax	\$
GRAND TOTAL	\$

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE
Order and Full Payment Must Be Received By Deadline Date for Advance Rate.

Labor Not Included

☐ FOR THE USE OF AN EXHIBITOR APPOINTED CONTACTOR:
 WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF THE CHARGES. IN THE EVENT THAT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT, BY EITHER PARTY.

THIRD PARTY AUTHORIZATION

CREDIT CARD NO.:	
EXPIRATION DATE:	
☐ PERSONAL CREDIT CARD	☐ COMPANY CREDIT CARD
CARDHOLDER'S NAME (PRINT):	
CARDHOLDER'S SIGNATURE:	
BILLING ADDRESS:	
CITY/STATE/PROVINCE/ZIP:	
PHONE (EXT):	FAX:

Your signature indicates that you have read and Fully understand our payment policy, terms and conditions.

Signature: _____

INTERNET SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

EVENT NAME: SFN 2015	EVENT DATES: October 18-21, 2015
COMPANY NAME:	BOOTH #: DATE:
PHONE #:	EMAIL ADDRESS:

DIGITAL INTERNET SERVICES

All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by our Installers on a time and materials basis. You must supply all necessary hardware and software. PLEASE REFER TO PAGE 3 FOR A DESCRIPTION OF SERVICES OR CALL (312) 791-6113.

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3401		Associate Class Wired Service	\$500.00	\$625.00	
3402		Executive Class Wired Service	\$1,200.00	\$1,500.00	
3403		Executive Class Plus Wired Service	\$1,400.00	\$1,750.00	

DEDICATED WIRED INTERNET SERVICES

3404		1.54 mbps Service	\$3,510.00	\$4,390.00	
3405		3.0 mbps Service	\$5,700.00	\$7,125.00	
3406		6.0 mbps Service	\$8,700.00	\$10,875.00	

Dedicated Services Greater than 6.0 Mbps
Please call us at (312) 791-6113

3354		Additional TCP/IP Address	\$125.00	\$160.00	
3358		Hub Rental – If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 16 and 24 port varieties.	\$125.00 – 8 ports	\$160.00 – 8 ports	
3376			\$200.00 – 16 ports	\$250.00 – 16 ports	
3377			\$250.00 – 24 ports	\$315.00 – 24 ports	
3367		Firewall Rental – We offer Cisco Pix ® firewalls. Includes basic programming.	\$625.00	\$780.00	

SUB-TOTAL

** See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions.

* One connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

LABOR

**LABOR RATES ARE EFFECTIVE:
June 1, 2014 – May 31, 2015**

Straight Time	\$91.00
Overtime	\$133.00
Double Time	\$175.00

TAX BREAKDOWN

State Excise	7%
State Infrastructure	0.50%
City Excise	7%

DEADLINE DATE

Submit Your Complete Order and Full Payment
by **SEPTEMBER 28, 2015** to receive the Advanced Rate.

WIRELESS ACCESS POINT WAIVER FORM

EVENT NAME: SFN 2015	EVENT DATES: October 18-21,2015
COMPANY NAME:	BOOTH #: DATE:
PHONE #:	EMAIL ADDRESS:

PLEASE COMPLETE ONE (1) FORM PER WIRELESS ACCESS POINT AND RETURN TO US BY **SEPTEMBER 28, 2015.**

1. Have you ordered Internet Services? Yes ☐

If so, please provide your Technology Services Order Number:

(Located on the Service Order Confirmation email that you received after your Internet order was placed.)

2. What services have been ordered? *(must be a Dedicated Wired Internet Service to qualify / 6 mbps or greater)*

3. Is your access point capable of manual power output and channel selection adjustments? Yes ☐ No ☐

Please List Technical Specifications:

AP MAC Address: _____

SSID: _____

AP Manufacturer: _____

AP Model: _____

Intended 2.4 Ghz Channel (please check one): 1 ☐ 6 ☐ 11 ☐

Intended 2.4 Ghz Signal Strength: _____

Intended 5 Ghz Channel: _____

Intended 5 Ghz Signal Strength: _____

Intended Mounting Height: _____

Your signature indicates that you have read and fully understand our terms and conditions as stated in pages 4-5.

Signature: _____

Printed Name: _____

Date: _____

Please contact us for assistance.

(312) 791-6113 (Call Center)

(312) 791-6159 (Fax)

technology@mccormickplace.com (E-Mail)

Order Technology Services On-Line At www.mccormickplace.com

TELEPHONE / CABLE SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

EVENT NAME: SFN 2015	EVENT DATES: October 18-21, 2015
COMPANY NAME:	BOOTH #: DATE:
PHONE #:	EMAIL ADDRESS:

TELEPHONE SERVICES

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3310		SINGLE LINE MAIN* – includes the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3321 extension service.	\$290.00	\$435.00	
3321		SINGLE LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3310; service includes the use of our telephone instruments.	\$140.00	\$210.00	
3315		MULTI-LINE MAIN* – Includes voicemail (by request) and use of telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service.	\$620.00	\$930.00	
3322		MULTI-LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.	\$315.00	\$475.00	
N/A		USAGE DEPOSIT PER PHONE LINE – required for internationally billed customers.	\$300.00	\$300.00	
3311		(Voice Mail) Per Single Line Telephone	\$60.00	\$90.00	
3319		OTHER CARRIER SERVICES	\$265.00	\$398.00	
3340		POLYCOM SOUND STATION - Line charge is separate (electrical service required)	\$210.00	\$210.00	
3337		SINGLE LINE SPEAKER – Line charge is separate	\$12.00	\$18.00	
					SUB-TOTAL

Do you want your telephone number published in the Event Directory? Yes ☐ No ☐

If yes, please print how your company's name should appear : _____

CABLE TELEVISION SERVICES

South & West Buildings Only

Code	Qty	Description	Advance Rate Per Unit	Standard Rate Per Unit	Total
1560		CABLE ACCESS	\$245.00	\$368.00	
1570		EACH ADD. CONNECTION/EXT FROM THE MAIN SERVICE	\$32.00	\$47.00	
3319		OTHER CARRIER SERVICES	\$265.00	\$398.00	
					SUB-TOTAL

In an ongoing effort to make McCormick Place a simple place to do business, telephone services now includes:

- Unlimited Free Toll-free calls
- Unlimited Local (Chicago Metro Area) Calls
- Up to 100 minutes of Domestic Long Distance calls at no charge.

DEADLINE DATE

Submit Your Complete Order and Full Payment
by **SEPTEMBER 28, 2015** to receive the Advanced Rate.

We will continue to charge for all international calls

COMMUNICATION SERVICES LABOR TICKET

Please complete this form along with your Order and Payment Summary Form (pg. 8) if you require service installation by a specific date or networking/fanning out of CAT5 cables.

EVENT NAME: SFN 2015	EVENT DATES: October 18-21,2015
COMPANY NAME:	REQUESTED BY (Name):
BOOTH #:	DATE:
BUILDING : ☐ NORTH ☐ SOUTH ☐ EAST ☐ WEST	
THE LINE BELOW IS FOR INTERNAL USE	
WORK ORDER #:	MCCORMICK PLACE ASSIGNED PHONE #'S :

DATE & TIME LABOR REQUESTED: _____

DESCRIPTION OF WORK:

☐ Pre-wire booth prior/early installation

☐ Install inside booth wiring for customer owned phone system

☐ Fanning out network (Internet/fiber/etc.) drops inside booth

☐ Other: Please specify _____

THE TABLE BELOW IS FOR INTERNAL USE

Date	Technician	Straight Time Hours Code 3930 @ \$91.00	Overtime Hours Code 3940 @ \$133.00	Double time Hours Code 3950 @ \$175.00	Inbound or Outbound Labor (Designate below)

I acknowledge that by signing this ticket I agree to pay the total charges at the time of invoicing.

Authorized Signature: _____

Print Name: _____

Date: _____

Technology Services Routing Instructions

Original: Keep in show site folder

Copy: fax copy to the telephone equipment room.

Total Amount \$

Please call us if you would like assistance completing this form (312) 791-6113.

FLOOR PLAN TEMPLATE

Event Name: <u>SFN 2015</u>	Event Dates: <u>October 18-21, 2015</u>
Deadline Date: <u>September 28, 2015</u>	Company Name: _____
Booth #: _____	Phone #: _____
Fax #: _____	On-Site Contact Name: _____
Contact Arrival Date: _____	
Equipment Delivery Date: _____	Carpet Installation Date: _____

Using the legend below, please complete this form for all Telecommunication services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Your company name, booth number, your office phone and fax #s, your on-site contact and their expected arrival date, your equipment delivery date and your carpet (flooring) installation date.
- Be sure to check in at the Service Desk upon your arrival to notify our staff when you are ready for your service

TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.

1 square = 1 square foot (Unless otherwise noted)

Back of Booth

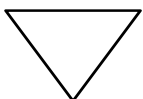
Adjacent Booth #

Adjacent Booth #

Aisle



- TELEPHONE JACKS



- INTERNET ACCESS

BOOTH DIMENSIONS:

_____ (L) X _____ (W)

FACILITY REGULATIONS

Animals and Pets

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through the McCormick Place Event Manager at (312) 791-6317.
- Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact our Loss Prevention Manager at (312) 791-7113.

Balloons and Radio-Operated Air Devices

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their effect on the fire detection systems.

Smoking

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in McCormick Place. Smoking stations are located outside of the facility.

Exhibits in Meeting Rooms

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Manager at (312) 791-6317 for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

Hanging Items

Hanging items are defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

All requests for hanging items must be reviewed and approved by Show Management.

The responsibility to hang an item is shared by your general service contractor and the utility provider.

NOTE: Items weighing 500 lbs or more: Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.

- These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.
- Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the Fire Safety Manager at (312) 791-6079.
- No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
- All electrical and neon items must conform to City of Chicago Electrical Codes.
- The use of MIS, Octonorm or similar components systems for hanging signs is not permitted in our facility.

Parking / ASUV Program

To register for the ASUV self-loading/unloading program and/or purchase parking permits online review our Automobile and Small Utility Vehicle (ASUV) Program at:

www.mccormickplace.com/exhibitors/asuv.php

Option 1 - Self-loading/Unloading ASUV

McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building. Show management will determine the hours of operation for each event.

Option 2 - ASUV Valet

ASUV valet parking is available with your Exhibitor Guaranteed Parking Permit.

Option 3 - Exhibitor Guaranteed Parking

Also, a limited number of guaranteed parking spaces are available by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity.

FIRE AND SAFETY REGULATIONS

Fire Prevention reserves the right to make any final decisions regarding the outlined requirements, according to Section 2-36-220 of the Municipal Code of Chicago on Fire Prevention.

Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth imposes a significant fire hazard, it will be prohibited from exhibiting.

If you have any questions or need fire code information please call the Fire & Safety Manager at (312) 791-6079.

Booth Staging

In addition to equipment and furniture placed within a booth space, Exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays.
- Personal items such as luggage, purses, briefcases or coats.

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.
- Fire Safety personnel will patrol the exhibit area. If anyone is in violation a written notice will be given to the exhibitor.

Fire Retardancy

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.
- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products.

Open Flame Devices

Used for illumination or decoration, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by the McCormick Place Fire Safety Manager, the Fire Prevention Bureau, the Fire Marshal and Show Management.
- Must be contained inside a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non-combustible surface with 24 inch clearance of the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2 – A :10- B:C strategically located with the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one day supply of the replacement fuel allowed in booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to closing.

Hazardous Demonstration/Display Materials/Pyrotechnics

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department.

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the Assistant Director of Fire Safety.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
 - A limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight.
 - All fuel transfers must use safety cans.
- When displaying a flammable or combustible labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by OSHA requires pre-approval and must be accompanied with the appropriate Material Safety Data Sheet (MSDS). McCormick Place Fire Safety Office will need copies of the MSDS before the materials arrive.

Prohibited Materials

The following items are fire-hazardous and prohibited in McCormick Place:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay, Straw, Bamboo and Spanish moss

Cooking and Heat-Generating Devices

If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL listed/approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL listed/approved, 2 – A :10 – B : C ABC-type fire extinguisher is required in such exhibits.

Fire Hose Cabinets, Pull Stations, Aisles and Exits

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment may be required.
- Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

Vehicle Displays

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the McCormick Place Fire Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.

Hazardous Materials Management

Neither McCormick Place Housekeeping Department nor your official service contractor manages hazardous material removal. However, the McCormick Place Event Management Department can provide contractor names specializing in this service. Exhibitors are responsible to make their own arrangements.

Multi-Level Booths or Ceilings (including tents)

Double-decker booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment that would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Booths fall into one of the five following booth formats:

- Format 1:** Exhibits with two stories under 225 square feet
- Format 2:** Exhibits with two stories at or over 225 square feet
- Format 3:** Exhibits with ceilings under 225 square feet
- Format 4:** Exhibits with ceilings at or over 225 square feet
- Format 5:** Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1–4, you will need to comply with the fire code items marked *yes* on the following table:

Fire Code Compliance
Exhibits with Multiple Levels or Ceilings

Fire Code Item	Booth Format			
	1	2	3	4
1. Max. Dimensions	Yes	Yes	No	Yes
2. Second Level	Yes	Yes	No	No
3. Exit Stairways	Yes	Yes	No	No
4. Smoke Detectors	Yes	Yes	Yes	Yes
5. Fire Extinguishers	Yes	Yes	Yes	Yes
6. Posted Certificate				
of Fire Retardancy	No	Yes	No	Yes
7. Certified Approval	Yes	Yes	No	Yes
8. Fire Marshal Review	Yes	Yes	Yes	Yes

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage needed depends on the booth specifications. If automatic sprinklers are preferred, or are required, contact our Fire Safety Office to discuss your options.

Fire Code Items for Multiple Level Booths

- **Maximum Dimensions:** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30-foot elevation) or 5,000 square feet of enclosed area.
- **Second Level:** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.
- **Staircases:** Staircases between levels must be in compliance with the Americans With Disabilities Act and meet the following requirements:
 - Minimum of 3 feet in width
 - Provide a handrail on at least one side
 - Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
 - Not be spiral or winding
 - If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- **Smoke Detectors:** All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
- **Fire Extinguishers:** A UL-approved (or similarly approved) 2-1/2 pound ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square-foot enclosure.
- **Posted Certificate of Fire Retardancy:** A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
- **Certified Approval:** After the booth has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
- **Fire Safety Review:** Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the Chicago Fire Department, Fire Prevention Bureau at least 60 days before the show opens to allow sufficient time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre-show fire inspection.
- **Fire Guards:** Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or show is closed for business, special fire watch coverage is required. Use of individuals designated as fire guards is subject to prior approval by the McCormick Place Assistant Director of Fire Safety.
- **Americans with Disabilities Act:** All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Assistant Director of Fire Safety.

X•Press Connect Family

Lead Retrieval Solutions for Every Exhibitor

How do you recognize your new #1 client? With complete prospect profiles delivered by X•Press Leads equipment and services.



X•Press Connect App

The app on YOUR phone or tablet

Download the Connect App and turn your phone or tablet into a state-of-the-art lead retrieval device.

For Android 3.x or higher, iOS 7x and higher and 3 mega-pixel or greater camera. No mobile hardware included.



X•Press Connect Elite

Connect software on YOUR computer

The X•Press Connect Elite is our powerful lead retrieval packaged for use on your own laptop. The Elite works in either online or offline mode. An internet connection is recommended.

Computer not included. Includes USB scanner and software.

Requires OS MAC, Windows XP or greater, 2 USB 1.1 connections and .NET Framework.



X•Press Connect Plus

OUR hand-held wireless device

Use our Android phone to capture complete lead details in real-time.

Email forwarding, scheduling and adding images not available. Includes Android mobile phone and charger.

FEATURES	Connect App	Connect Elite	Connect Plus
Scan Anywhere, at Any Time	•		•
Mobile, Wireless	•		•
Real-time Leads List	•	•	•
Optional Bluetooth Printer	•		•
Add Notes	•	•	•
Add Images to Leads	•	•	
Rating	•	•	•
Follow-up Emails	•	•	
Forward Leads	•	•	
Schedule Appointments	•	•	
Scanning Device Included		•	•

X•Press™ Leads
CONVENTION DATA SERVICES®

X•Press Extras

Maximize your exhibiting ROI with these lead collection and follow-up tools.



Custom Sales Qualifiers

Target ideal prospects! Build your own customized survey for quick lead follow-up. 20 questions and answers.



Bluetooth Printer

Get a hard copy printout of your leads onsite with a wireless, portable printer.



eBlast Email Service

Send your custom HTML emails through X•Press eBlast post-event to your leads, the complete event email campaign solution.



DITP

Delivery, installation, training and pickup. Save time onsite and guarantee that your staff are off and running as soon as the show opens.



Loss/Damage Waiver

Protect yourself from loss or damage to your rented equipment with the Loss/Damage Waiver.

3rd Party Lead Collection

Successful lead collection on your third party device.



Data Conversion

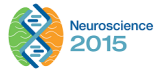
Convert badge IDs collected on third party devices into complete leads post-show.



Event API Integration

Integrate your third party lead retrieval device in real-time with the event database.

* The event badges use QR codes that include limited data. The Data Conversion and Event API Integration options will allow you to collect full lead details on your third party device.



CHICAGO
October 17-21



XPress™ Leads
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Neuroscience 2015 • Chicago, IL
October 17-21, 2015



ORDER ONLINE: ► www.xpressleadpro.com

SHOW CODE: ► **sfnx105**

BUNDLES - Most Popular! <i>Save 10%</i>	Qty	Early THRU 08/20/15	Advance THRU 09/17/15	Standard AFTER 09/17/15	Total
X•Press Connect App Bundle - includes TWO App licenses and custom sales qualifiers		\$ 425	\$ 475	\$ 535	
X•Press Connect Elite Bundle - includes DITP service and custom sales qualifiers		\$ 560	\$ 645	\$ 770	
X•Press Connect Plus Bundle - includes DITP service and custom sales qualifiers		\$ 585	\$ 670	\$ 795	

LEAD RETRIEVAL					
X•Press Connect App - the App on YOUR phone or tablet		\$ 345	\$ 395	\$ 465	
X•Press Connect Elite - the Connect software on YOUR computer		\$ 415	\$ 465	\$ 535	
X•Press Connect Plus - the App on OUR handheld wireless device		\$ 440	\$ 490	\$ 560	
Additional X•Press Connect App Licenses - with any lead retrieval solution		\$ 130	\$ 130	\$ 130	

EXTRAS					
Bluetooth Printer - one per lead retrieval solution		\$ 90	\$ 115	\$ 140	
Custom Sales Qualifiers		\$ 105	\$ 125	\$ 160	
DITP Service – Delivery, Installation, Training, Pickup		\$ 105	\$ 125	\$ 160	
X•Press eBlast Service		\$ 215	\$ 265	\$ 325	
Data Conversion		\$ 550	\$ 550	\$ 550	
Event API Integration		\$ 1000	\$ 1000	\$ 1000	

FAX ORDER	1-508-759-4238	SUBTOTAL	=
ACCOUNT MANAGER	Holly Gosnell	SALES TAX 6.25%	+
QUESTIONS?	1-800-746-9734 • 1-508-743-0593	OPTIONAL LOSS/DAMAGE WAIVER (Qty _____ x \$75 per unit)	+
EMAIL	hgossnell@cdsreg.com	NO, I do not want to purchase the Loss/Damage Waiver - initial here	►
		PROCESSING FEE (WAIVED when you order online!)	+ 15.00
		TOTAL (USD)	=

CONTACT INFORMATION		PAYMENT INFORMATION	
COMPANY		CARD NUMBER	
CONTACT NAME		NAME ON CARD	
BILLING ADDRESS		EXP DATE	
CITY		SIGNATURE	►
STATE/ZIP		AUTHORIZATION	Your signature below denotes acceptance of the Terms & Conditions on Page 3 of this Order Form and is REQUIRED for processing.
BOOTH #		SIGNATURE	►
PHONE/EXT #		PRINT NAME	
FAX		TODAY'S DATE	
EMAIL		EMAIL RECEIPT TO	
COMPANY WEBSITE http://www			

All orders will be confirmed by email. "Convention Data Services" will appear on your credit card statement.

Thank you for your order.



**CONVENTION
DATA SERVICES®**

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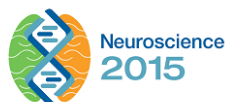


Not everyone will have a business card. Everyone will have a name badge to scan. Don't miss a single prospect!

- 1) Convention Data Services, Inc. hereinafter called "CONTRACTOR" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.
- 2) The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds.
Checks will not be accepted as payment at the show site.
- 3) Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received.
- 4) **ALL ORDER CANCELLATIONS RECEIVED MORE THAN 30 DAYS PRIOR TO SHOW OPENING WILL BE SUBJECT TO A \$100.00 CANCELLATION FEE. NO REFUNDS WILL BE MADE FOR ORDERS CANCELED WITHIN 30 DAYS OF THE SHOW OPENING DATES. No refunds will be issued for unused equipment or licenses unless the request is received 30 days prior to show opening.**
- 5) No partial refunds will be allowed onsite should exhibitor fail to meet the system requirements stated on the front of the order form for X•Press Connect Elite orders. If your computer does not meet these requirements, our onsite representatives will do their best to update your computer. Otherwise an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- 6) Onsite orders are based on unit availability.
- 7) Customer agrees to return all equipment to CONTRACTOR'S service desk within two hours of the show closing. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.**
- 8) The customer agrees to return any equipment to CONTRACTOR in the same condition. Customer is responsible to pay CONTRACTOR the replacement cost shown below should the equipment be lost, stolen or damaged while in the customers care (only applicable if customer does NOT purchase the Loss/Damage Waiver coverage or coverage rules not expressly followed as detailed in 8b below). Customer acknowledges and understands that the applicable replacement cost is as follows:

Equipment	Cost
Connect Plus Device	\$1,000
Connect Plus Power Cord	\$ 75
Bluetooth Printer	\$1,000
Bluetooth Adapter	\$ 250
Barcode Scanner	\$1,000
- 8a) The customer authorizes CONTRACTOR to charge the credit card provided \$500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement cost indicated above for either the failure to return the equipment or for any damaged equipment.
- 8b) Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR's device. Customer must report loss or damage to CONTRACTOR's Lead Retrieval Desk immediately. To honor Loss/Damage Waiver coverage for equipment believed to be stolen, customer must file a police/security report and provide a copy of such report to the CONTRACTOR within seven (7) days of reporting the equipment missing. If copy of report is not received within seven (7) business days of the event end date, Loss/Damage Waiver is considered null and void and the customer will be charged for the full replacement value of the equipment as listed above.
- 9) CONTRACTOR'S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.
- 10) CONTRACTOR disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.
- 11) Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.
- 12) It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.
- 13) If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.
- 14) Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.





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X•Press Leads Exhibitor Success Kit



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Background

Why Exhibit

Exhibiting has long been an integral part of a successful marketing plan for many companies. The ability to meet face-to-face is the most effective way to build relationships with prospects and clients. Exhibiting provides the perfect venue to identify and collect sales leads, begin and further customer and colleague relationships, and promote your company brand.

Understanding Attendees

Today's attendee has changed from just a few years ago and expects an interactive event experience that begins before the show and lasts well after the event has ended.

Attendees today are maximizing every interaction and touchpoint at the events they attend. Pre-planning tools like social networking, exhibitor email invitations, exhibit floor mapping and scheduling allow attendees to make the most efficient use of their time onsite by researching exhibitors, sessions and other attendees months in advance.

This translates into attendees who have booked much of their onsite time and have predetermined to a large extent which exhibitors they are going to visit.

It is important to make sure that you, as an exhibitor, have gotten yourself onto attendee's itineraries. It is also imperative that your booth presentation be as welcoming as possible in order to attract who may not have planned on visiting you during the event.

Who Is In Charge?

Make sure that your exhibiting efforts pay off by assigning a single person to be in charge of the leads collection process. This person has several roles. They will set goals for the meeting, coordinate training for the booth staff, select the lead retrieval equipment, monitor and report on goals, and most importantly, make sure that leads are delivered into the right hands for follow up.

Today's Attendee Profile

- Is extremely focused on productivity
- Has researched exhibitors and pre-planned much of their time
- Has a list of targeted exhibitors to visit
- Has less time to visit exhibitors on the spur of the moment

Pre-show: Setting Goals

Aligning Exhibiting and Marketing Objectives

To achieve success at an event it is important to have an exhibiting presence that is compatible with your company's marketing plan. The company message and brand should be incorporated throughout the booth and fully support elements from the marketing program.

List of Exhibiting Objectives

The first step in creating a successful exhibiting game plan is to define your exhibiting objectives. Typical objectives include collecting qualified leads, reinforcing the company brand and announcing a new product launch.

Whatever your goals are, it is important to write them down in order to create a game plan that will meet your objectives.

Evaluating ROI

With an emphasis on Return on Investment (ROI), many options have emerged to help companies gauge the success of their exhibiting efforts.

There are several simple formulas for helping set goals and determining ROI that are explained in the following sections.

Setting a Leads Goal

When setting a goal for leads collection make sure it is realistic, taking into consideration the total number of anticipated attendees who could be qualified leads at the event. **When a goal is determined, create a method for tracking your efforts.** A simple spreadsheet is enough to determine if each booth staffer is meeting, missing or exceeding their individual lead goal.

Lead Goal Formula

$$\begin{array}{r} \text{Number of Exhibit Hours} \\ \times \text{Number of Exhibit Staff} \\ \times \text{Interactions Per Hour} \\ \hline = \text{Total Lead Goal} \end{array}$$

Example

$$\begin{array}{r} 18 \text{ exhibit hours} \\ \times 3 \text{ exhibit staffers} \\ \times 4 \text{ leads collected per hour} \\ \hline = 216 \text{ leads to collect, 72 leads per staffer} \end{array}$$

Select an achievable number for your interactions per hour. Around four interactions is a reasonable number to use as a starting point. Each day onsite, review the number of leads collected and check against the goal. Discuss what daily changes can be made to help collect and qualify enough leads to meet your goal.

Pre-show: Setting Goals (cont'd)

Determining Leads Value

Reinforce the importance of leads to your booth staff and sales force doing the follow up by assigning a value to each lead. Incentives can be matched to lead collection and follow up.

Lead Value Formula

$$\begin{array}{l} \text{Total Lead Goal} \\ \times \text{ Estimated Closing Percentage} \\ \times \text{ Average Sale Value (\$)} \\ \hline = \text{Value of Leads (or potential revenue \$)} \\ \div \text{ Total Lead Goal} \\ \hline = \text{Total Value of Each Lead} \end{array}$$

Example

$$\begin{array}{l} 216 \text{ leads to collect} \\ \times .33 \text{ } 1/3 \text{ (33\% of leads that will buy)} \\ \times \$2500 \text{ average sale value} \\ \hline = \$178,200 \text{ value of leads collected} \\ \div 216 \text{ leads to collect} \\ \hline = \$825 \text{ value of each lead} \end{array}$$

Determining Cost Per Lead

Determining the cost per lead establishes the amount of money spent on collecting each lead. When compared to the value of each lead, ROI can be clearly established and tracked.

Cost Per Lead Formula

$$\begin{array}{l} \text{Cost of Exhibiting} \\ \text{(include space, booth, travel/entertainment, etc.)} \\ \div \text{ Number of Leads Collected} \\ \hline = \text{Cost Per Lead} \end{array}$$

Example

$$\begin{array}{l} \$38,000 \text{ total exhibiting costs} \\ \div 216 \text{ number of leads} \\ \hline = \$176 \text{ cost of each lead} \end{array}$$

Using the Lead Value and Cost Per Lead formulas, you can determine the return on investment that can be expected from exhibiting at the show. In our example, net revenue generated by the show is \$140,200 (value of leads – cost of exhibiting). When subtracting the cost of each lead from the value of each lead, the example yields a value of \$649 per lead.

Both the net show revenue and final value per lead clearly show the ROI for exhibiting. The crucial step is to make sure you reach your lead goals and convert those leads into sales.

Pre-show: Getting Ready

Ideal Lead Profile

Many salespeople consider leads from trade shows to be cold calls. This perception has developed due to a failure of the booth staff to collect all necessary information or fully qualify the leads that are collected. A good lead is more than just a scan of the badge. It requires verification that the scanned information is correct, confirmation that the lead is a decision maker or influencer interested in your products and services (a qualified lead) as well as the lead's desired follow up action.

In your planning, define the information that is required from an ideal lead. Basic information will include the lead's name, company, position and contact information. Additional information requested by your sales team may include if the lead has purchased your products in the past, are they familiar with all your product families, etc.

Create a list of the questions that will qualify each lead as "ideal" and make sure there is a game plan or script for collecting the necessary information. This information can also be used for rating leads.

Custom Qualifiers

To get the greatest value from your leads and effectively evaluate your show ROI it is important to qualify each prospect that visits your booth. As important is indicating the correct follow up action that matches the prospect and will keep the sales process moving forward. When you order your XPress Leads unit there will be standard qualifiers and follow up actions pre-programmed into the device or software. Examples of these are included below.

You may choose to customize these qualifiers and follow up actions to match the unique needs of your organization. Samples of customized parameters are also outlined. Customizing these allows you to best identify hot leads for your fast follow up and conversion to sales.

Standard Qualifiers:

- Recommends
- Final Say
- Makes Purchase Decision
- Partial Interest
- Purchase in 30 days
- Purchase in 3 months
- Purchase in 6 months
- Ready to Purchase
- Immediate Need
- Order Placed at Show

Customized Qualifiers:

- Model A
- Model B
- Model C
- Send Catalog A
- Send Catalog B
- Send Catalog C
- North Coast Region
- West Coast Region
- Hot Lead
- Cold lead

Pre-show: Getting Ready (cont'd)

Rating Leads

The easiest way to help sales successfully follow up—and to realize the value of the leads collected—is to establish a rating system to identify the quality of each lead.

Develop a simple system to rate leads based on the criteria that is most important to your sales team. For instance, if making sales is the ultimate goal of exhibiting, the important criteria would include “Decision Maker”, “Ready To Buy”, “Our Product Meets Their Needs”

Using this criteria, set up a lead rating system, for example:

Rank Your Leads

For greatest effectiveness assign point values to each rating.

Rating	Decision Maker?	Ready to Buy	Needs Met
A	Purchases	Yes	Yes
B	Recommends	30 Days	Most met
C	Influences	No	Some met

Prospect List

As stated in the background section of this document, today’s attendee needs to make the best use of their time onsite. It is therefore important to make sure that your exhibit is on their list of places to visit. It is also important to make sure that the right prospects are going to be at the show.

The only way to ensure the right people are in attendance and that they come and visit you is to market to these people before the event starts. Regardless of the promotional channels you use, a list of prospects to target must be developed.

There are many sources, both internal and external, for building a prospect list. Consider these different sources when putting together your prospect list:

- Attendee list purchased from show management
- Last year’s attendee list
- Company CRM list
- Company inquiries
- Distribution channel contacts
- Social networking site set up for the event
- Association membership list

The prospect list will act as the basis for your pre-show marketing efforts.

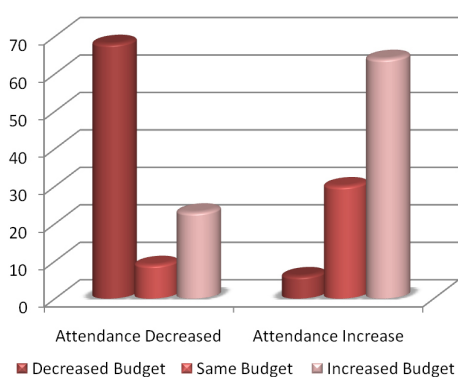
Pre-show: Getting Ready (cont'd)

Promotion

There is a sales axiom that states that the first time you contact someone you are a stranger, the second time an acquaintance, the third time a friend. Following this theory, your goal should be to touch each prospect three times before the event to get them to attend and visit your booth. Using a variety of communication techniques is most effective

A promotional campaign can include a coupon or invitation to come by your booth to receive a special promotional item. Contests create a good response rate. For instance, choose prizes to give away each day of the show and allow campaign recipients to register online but require them to stop by your booth to collect the prize.

Advertising Effect on Attendance



Source: **AttendTrend, Jacobs, Jenner & Kent / Frost Miller**
Figures shown reflect advertising budgets for entire events, not exhibitor event budgets. The information is meant to reinforce the importance of promotion, not to show expected returns on exhibiting with or without advertising.

It cannot be emphasized enough how crucial pre-event marketing is to getting the attention of prospects.

The promotional message needs to support the goals of exhibiting as well as supporting your company's overall marketing plan. The message should also

be clearly stated or illustrated in each piece of marketing material that is distributed for show promotion.

In addition to your primary message, each marketing piece should clearly display company name, products and services, the event name, dates and location, and how to find you at the event.

One of the best ways to get a response to your promotional campaigns is to include an incentive for the recipient to respond or take action, e.g. attend the event.

Promotional Vehicles

Once you have determined your audience and message, it is time to choose the right vehicles to deliver your information. There are many show specific options available in addition to traditional advertising avenues.

Traditional options include advertisements online and in periodicals, direct mail, public relations and press releases, web ads and personal contact. Your message and exhibiting goals will help determine the best advertising approach for your business.

Event management has also put in place a variety of opportunities to reach prospects with your message.

Many shows have setup web sites that include a social networking component. Social networking allows attendees and exhibitors to search for individuals that match specific profile criteria and then make contact. In addition to sponsorships, exhibitors can contact qualified prospects directly either through the application's messaging system or by generating lists for mailing.

Pre-show: Getting Ready (cont'd)

Events offer a variety of support opportunities both onsite and pre-event through banner ads and mention on the event web site. Newsletters and show updates also commonly have support opportunities available to exhibitors.

Discuss with show management the different options that are available for reaching out to registrants and prospects. Associating your marketing efforts with those of the show puts your company in the context of the event and makes people more open-minded to your message.

Regardless of the advertising options you use, there are two important factors to keep in mind: 1) touch your prospects as frequently as possible—at least three times, and 2) keep track of your advertising results. The ease of tracking results varies, campaigns with contests where prospects respond or sign-up will be the easiest to track while magazine ads are more difficult.

Keys to Advertising Success

Touch prospects as frequently as possible.

Keep track of your advertising results.

X•Press Attendee List

Pre-Show Attendee lists, when offered by show management, allow you to target prospects based on demographic questions they respond to in the registration process. You can drive attendance to your booth through a promotional offering, or identify key prospects to invite to your booth.

Through post show lists you can communicate with prospects that may not have visited your booth and expand the reach of your exhibiting presence.

X•Press eBlast

Convention Data Services offers the opportunity to send email blasts to the leads you collect at the show. An email blast program that can send either plain text or HTML emails. By planning these communications in advance and with the help of XPressLeads, you can focus your attention post show on engaging your prospects and developing strong relationships.

Promotional Options from Convention Data Services

Convention Data Services in conjunction with show management offers several effective ways to market to prospects and build traffic to your booth.



Pre-show: Getting Ready (cont'd)

Training

Training of your booth staff plays a crucial role in the success of exhibiting. The booth staff is responsible for not only collecting leads, but asking the questions that qualify leads and determine if they are legitimate prospects. By holding one or more training sessions with the staff, you can ensure that the right information is collected and visitors leave your booth with a positive impression.

Role Playing

Creating a script and engaging in role playing is an effective way to prepare your staff. Develop a script that quickly and concisely solicits from each visitor the information deemed important by your sales staff—make sure all booth staff is aware of the qualifiers and follow up actions in your lead retrieval device so they can use this important tool to quickly and effectively qualify visitors.

Explaining Goals

Explain to staff members the goals and marketing message of exhibiting. The target leads goal for each staff member should be explained as well as the number of interactions per hour required to achieve the goal. A system of accountability should also be put in place to make sure each person achieves their assigned goals.

Familiarity with Equipment

Convention Data Services distributes leads equipment at the beginning of the event when exhibitors are first setting up their booths. Set aside time to train your booth staff on the use of the equipment. In order to achieve a relaxed and smooth interaction with prospects, staff members must be able to easily operate the equipment. Familiarity with how to update prospect information and enter responses to qualifying questions is important to fully qualifying each prospect.

Convention Data Services offers DITP (Delivery, Installation, Training and Pickup) service. Training for your entire staff is offered and is the most efficient way to make sure everyone is up to speed on equipment operation.

Onsite: Collecting Leads

Why Get Lead Retrieval from CDS

There are many methods for getting leads onsite. All the options, with the exception of X•Press Leads equipment, have flaws. Convention Data Services is the exclusive event supplier selected by show management. What this means is that Convention Data Services created the badges with all attendee information and our equipment is guaranteed to capture all of this important data.

Some of the most important information on the badge is not the name and contact information, but the demographic responses of the individual that can be collected only by using an X•Press Leads device. 3rd party vendors—including the equipment you own—are not setup to capture anything more than a badge number that would later have to be matched to a list of attendees to get contact information.

Getting Your Lead Device Setup and Running

Once your booth is set up, pickup your lead retrieval device and get it up and running. Each device has different requirements that range from simply plugging in the device to installing software on the PC that the device is connected to. Once the device is setup, try a few sample badge scans of your booth personnel to make sure the equipment is functioning properly. Also take a few moments to understand how to change the data that your equipment has scanned in order to be able to make modifications or add information to a lead's record.

Convention Data Services offers a DITP (Delivery, Installation, Training and Pickup) option with all leads equipment it rents. Purchasing this upgrade will save you time onsite and ensure that your equipment and staff are collecting leads smoothly.

X•Press Leads Family of Products



X•Press Connect Plus



X•Press Connect Elite



X•Press Connect App

Onsite: Collecting Leads (cont'd)

Scanning Leads and Updating/ Expanding Attendee Data

Between registration and attending the show, registrant's data can change. They can get a new phone number, change their email or may have typed something incorrectly during the registration process. After scanning a badge, it is a good idea to verify the information with the prospect to make sure everything is accurate.

Evaluating Performance

On a daily basis, the booth team should get together and compare results against the goals that were set before the event. In cases where goals are not met, have discussions about what can be done to meet expectations. Discuss situations that affect the ability to collect leads and their complete information and decide on adjustments that will allow you to stay on track with your leads goal.

Adding Notes

By typing in additional notes about a prospect, you can personalize the conversation and indicate specific details that will enhance your follow up post show. You can receive this important information electronically, which will help you keep all of your lead information together and in a usable format.

Post-show: Closing the Deal

Follow Up

Without follow up, all your preparation and expense will go to waste. Statistics show that up to 80% of leads collected at events never have any follow up. Without follow up, there is no way to close the deal. Prospects have already come to you at the event, it is now your responsibility to follow up with your leads.

Create a game plan for following up on leads as part of your pre-show preparations. If you have a plan in place before the show, follow up will be easier and can be executed immediately following the show or even while the show is still in progress.

Examples of follow up actions include:

- Send a personal email to each person who visited your booth.
- Call your hot leads to discuss next steps
- Send an email blast with your company's message to all qualified leads identifying next steps. X•Press Leads email blast can assist you with this.
- Send a direct mail postcard to all your leads keeping your company fresh in their mind.

When creating the follow up plan, it is a good idea to have different responses for different types of leads you collected. All leads could (and should) receive an email thank you immediately at the close of the show, or, if possible, the same day they visited the booth.

If a lead specifies a follow up timetable and method, be sure to follow their instructions.

All leads should receive some type of follow up contact within 1 week of the show close. The interest in your company and products diminishes quickly after the show closes when

people return to their regular schedules. Timely follow up is absolutely critical to translating leads into sales.

Downloading and Managing Leads

The rental of X•Press Leads equipment comes with access to X•Press Leads Central an online leads management web site.

One business day after the event close, the leads you collect on X•Press Leads equipment will be posted to X•Press Leads Central. Use your show code and order number to enter the site and download a copy of your leads in CSV or Excel format. Both spreadsheet formats will import easily into virtually any CRM.

The URL for X•Press Leads Central is:

<http://www.xpressreg.net/XpressLeads/login.asp>

If you are missing your login information to the site, there is a text link on the login page to request an email with your information.

If your company does not have a CRM system, create a simple spreadsheet that lists leads on separate sheets based on region or sales person. Add columns to the spreadsheet that include who is responsible for working with the lead, follow up dates and methods, outcome of the follow up and next steps.

To help with your follow up efforts, you can order email blasts from Convention Data Services to be sent to your prospects that contain your unique message and personalization for each contact.



Post-show: Closing the Deal

Evaluating Exhibiting ROI

If you have completed the steps recommended in this document, you have already collected all the information necessary to determining your exhibiting ROI.

Use the formulas presented earlier in this document to determine ROI. Replace your goals and assumptions with the actual data from the show and recalculate to see exactly how much revenue was generated from the show as well as the true value of each lead that you collected. This information can be used for a variety of metrics related to the show that will help you evaluate and improve your exhibiting return.

Many sales take a while to go from contact to close. Keep your CRM or tracking spreadsheet up-to-date so that weeks or months from the close of the show, you can get a clear picture of your event ROI. Keep the information up-to-date until the next year's show and use the ROI worksheet as a starting point while planning and for post-event comparisons.

Post event, use the formulas in the previous sections of this document to compare goals to actual performance. If goals are met, the formulas and assumptions can be used for future events as a basis for setting new goals. If the goals are not met, discuss what needs to be done to make sure they are met in the future. For instance, if there was not enough traffic to the booth consider the amount of marketing you did before the event, was the booth and staff welcoming to prospects, etc.

METRICS

Why measure ROI?

- To document the value of show participation and results
- To identify additional opportunities that can increase revenue
- To evaluate relative results and success
- To plan enhancements for future shows and marketing initiatives

Using the X•Press Leads interactive ROI worksheet at the end of this document can help you with this effort, and can be a key tool in maximizing your event success!

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Exhibiting ROI Worksheet

Event Name		Leads Leader
Event Start Date	City, State	Leader Email
Event End Date	Location	Show Code
Hall Hours	Booth #	Login

Lead Goal

		Pre-Event Goal	Post-Event Actual
Number of Exhibiting Hours			
Number of Booth Staff	X		
Interactions Per Hour	X		
Total Lead Goal	=	0	0

Lead Value

		Pre-Event Goal	Post-Event Actual
Total Lead Goal		0	0
Average Closing Percentage	X		
Average Sale Value	X		
Total Leads Value	=	0.00	0.00
Total Lead Goal	÷	0	0
Total Value of Each Lead	=	0.00	0.00

Cost Per Lead

		Pre-Event Goal	Post-Event Actual
Cost of Exhibiting*			
Number of Leads Collected	÷		
Cost Per Lead	=	0.00	0.00

*Include all exhibiting expenses including booth, travel, entertainment, etc.

Event ROI

		Pre-Event Goal	Post-Event Actual
Total Leads Value		0.00	0.00
Cost of Exhibiting	-	0.00	0.00
Total Event ROI	=	0.00	0.00

Exhibiting ROI Worksheet

Event Name		Leads Leader
Event Start Date	City, State	Leader Email
Event End Date	Location	Show Code
Hall Hours	Booth #	Login

Exhibiting Objectives

Campaign Message(s)

Promotional Vehicles

	☐ X•Press VIP Guest Pass
	☐ X•Press Exhibitor Emails
	☐ X•Press Email Blast
	☐ X•Press Attendee List

Lead Rating

Criteria	Rating			
	4	3	2	1
Purchasing Role	Decides	Buys	Recommends	No Role

Ordering Information

Purchaser
Order Email
Order Number
Username
Password

SAVOR...



WELCOME TO SAVOR...
at McCormick Place

EXHIBITOR MENU



Please submit all orders by:
Wednesday, September 30, 2015

Catering Representative:
Rachel Hurley
312-791-7265
rhurley@mccormickplace.com

Enjoy and SAVOR...Chicago!

Menu and pricing are specific to exhibit floor catering.
Services are drop off only. Staffing and upgrades are available. Consult your catering team for details.

SAVOR...Chicago is the exclusive food and beverage provider for McCormick Place Convention Center. Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

Pricing - Prices quoted do not include 21.50% service charge or sales tax unless otherwise noted. Prices are subject to change without notice; guaranteed prices will be confirmed when contracted.

Contracts - A signed copy of the contract outlining all catering services will be provided. The signed contracts state terms, addendum and specific function sheets constitute the entire agreement between the client and SAVOR. Secondary agents, acting on behalf of the primary client receiving services, may sign the contract in their behalf only with full payment in advance. Any changes, revisions, additions or deletions to the banquet contract and banquet event orders shall be in writing and signed by both parties.

Cancellations - In the event of Cancellation, a deposit will be fully refunded only if made 21 days prior to the event. Cancellations made less than 21 days (under \$2,000.00) or 30 days (\$2,000.00 and over) prior to the event are subject to 25% retention of the deposit as a cancellation fee. Please note, for specialty menus or items, a longer window of cancellation may be necessary, this is determined on an event by event basis and client is responsible for all charges associated with the items if we have already received the product or are unable to cancel the order.

Payment/Deposit - An initial deposit in the amount noted on the Catering Contract is payable, along with a signed contract, at the specified date on the contract letter to guarantee catering services. Full payment of the balance due, based on the guarantee, is payable 30 days prior to the event. Payment can be made in cash or certified check. A 2.5% fee will be added to all credit card payments over \$1,000.00. A major credit card is required to guarantee payment of any replenishment or new orders requested during a show/function. These charges will be billed to the credit card unless payment is received at the end of the show/function.

- **Exhibit Floor Catering is a drop off service only and is not responsible for trash removal.**
- **Orders are served on disposableware. China service is available for an additional cost.**
- **Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price (F&B). On site POP UP orders have a 2 hour delivery window.**
- **SAVOR...Chicago is NOT responsible for supplying tables on the show floor for catering services and/or bar set-up. The client needs to provide a table whether it is existing counter space in their booth or rented from the show decorator. For electric needs contact your show decorator as well.**
- **Staffing and upgrades are available. Consult your catering team for details.**

BREAKFAST

Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price (F&B). All selections are served with disposable plates, service items and condiments.

Minimum order of \$50.00 food and beverage is required for all booth deliveries



Breakfast Burrito

Scrambled Eggs, Chorizo Sausage, Peppers, Spinach and Jack Cheese
\$84.00 for 12

Bacon, Egg and Cheese Biscuit

Bakery Fresh Biscuit with Scrambled Eggs, Cheese and Bacon
\$84.00 for 12

Croissant Sandwich

Freshly Scrambled Eggs, Country Ham and Cheddar Cheese
\$84.00 for 12

English Muffin Sandwich

Freshly Scrambled Eggs with Cheddar Cheese and your choice of Sausage, Bacon or Ham
\$84.00 for 12 of one kind

Breakfast Wrap

Whole Wheat Tortilla filled with Freshly Scrambled Eggs, Spinach, Broccoli, Green Onion and Jack Cheese
\$84.00 for 12

Seasonal Fruit Parfait

Fresh Seasonal Fruit layered with Granola and Low-Fat Yogurt
\$72.00 for 12

Breakfast Quesadillas

Freshly Scrambled Eggs, Grilled Vegetables, Chihuahua Cheese and Salsa Fresca
\$64.00 for 12



Menu and pricing are specific to exhibit floor catering.

Services are drop off only. Staffing and upgrades are available. Consult your catering team for details.

MORNING SNACKS

Gluten Free ^{GF} options available

Assorted Sweet Breakfast Breads

\$36.00 per dozen

Croissants

\$42.00 per dozen

Bagels and Cream Cheese

\$36.00 per dozen

Assorted Danish

\$36.00 per dozen



Assorted Donuts

\$30.00 per dozen

Pecan Sticky Rolls

\$40.00 per dozen

Assorted Muffins

\$36.00 per dozen

Assorted Yogurts ^{GF}

\$44.00 per dozen

BEVERAGES

Includes cups, napkins and appropriate condiments

Coffee, Decaffeinated Coffee or Hot Tea

\$43.50 per gallon – minimum 3 gallons of one kind

Iced Tea or Lemonade

\$42.00 per gallon – minimum 3 gallons of one kind

Dasani Bottled Waters (16oz)

\$66.00 per case of 24

Sparkling Bottled Water (11oz)

\$89.25 per case of 24

Coke Soft Drinks (12oz)

\$54.00 per case of 24

Assorted Bottled Juice (10oz)

Orange, Apple or V8

\$70.00 per case of 24

Energy Drink (16oz)

\$76.00 per case of 12



Powerade (20oz)

\$95.50 per case of 24

Bottled Iced Tea (16oz)

\$91.00 per case of 24

Starbucks Frappuccino (8.5oz)

\$78.00 per case of 12

BEVERAGES OPTIONS

MORNING COFFEE PACKAGE

This package comes with three gallons of regular coffee, two gallons of decaffeinated coffee and one gallon of herbal tea. It is delivered in disposable to-go coffee containers with disposable cups.
\$225.00 per package

WATER COOLER SERVICE STATION

50 Degree Water Cooler
\$100.00/first day \$38.00 each additional day

Hot & Cold Water Cooler
\$125.00/first day \$38.00 each additional day

5 Gallon Water Jug
Includes 100 flat-bottom cold cups
\$38.00 per bottle



Client is responsible for supplying:

110 v / 15 amp circuit of power at the location
Advance order is required—subject to availability

ANYTIME SNACKS

Gluten Free ^{GF} options available

Chocolate Dipped Strawberries

\$38.00 per dozen

Assorted Freshly Baked Cookies

\$30.00 per dozen

Rice Krispy Treats

\$36.00 per dozen

Fudge Brownies

\$36.00 per dozen

Lemon Bars

\$38.00 per dozen

Blondies

\$36.00 per dozen

Assorted Miniature Hershey Chocolates ^{GF}

\$24.00 per dozen

Potato Chips and French Onion Dip

\$21.50 serves 8-10

Premium Mixed Nuts ^{GF}

\$26.00 per pound

Whole Fresh Fruit ^{GF}

\$28.00 per dozen

Pita Chips and Hummus

\$28.00 serves 8-10

Individual Bags of Pretzels

\$40.00 per dozen



Individual Bags of Assorted Chips

\$42.00 per dozen

Assorted Hard Candies ^{GF}

\$15.00 per pound

Quaker Oats Granola Bars

\$20.00 per box of 8

Assorted Energy Bars

\$42.00 per dozen

Honey Roasted Peanuts ^{GF}

\$20.00 per pound

Tortilla Chips and Salsa

\$23.00 serves 8-10

Assorted Biscotti

\$30.50 per dozen

PLATTERS

The crackers served with the platters are not Gluten Free (GF)
Gluten Free (GF) *options available*

Deluxe Imported and Domestic Cheese Platter (GF)

Chef's Selection of Imported and Domestic Cheese garnished with Seasonal Fresh Fruit, Almonds, Dried Apricots, Sliced Sourdough Baguette and Assorted Crackers
Small Platter Serves 12 - \$89.00
Medium Platter Serves 25 - \$175.00
Large Platter Serves 50 - \$350.00

Sliced Seasonal Fruit Platter (GF)

A Selection of Seasonal Fresh Fruit and Berries
Small Platter Serves 12 - \$82.00
Medium Platter Serves 25 - \$160.00
Large Platter Serves 50 - \$320.00



Deluxe Crudité's and Dip Platter (GF)

Chef's Selection of Seasonal Fresh Vegetables served with White Bean Garlic Dip and Traditional Ranch Dressing
Small Platter Serves 12 - \$70.00
Medium Platter Serves 25 - \$140.00
Large Platter Serves 50 - \$280.00

European Charcuterie Board (GF)

Thinly Sliced Cured and Smoked Meats, Imported Cheese, Pate, Cornichons served with Sliced French Baguette
Small Platter Serves 12 - \$95.00
Medium Platter Serves 25 - \$190.00
Large Platter Serves 50 - \$380.00

Smoked Salmon Platter (GF)

Hardboiled Eggs, Diced Red Onion, Chopped Tomatoes, Capers, Cream Cheese served with Costini's
Small Platter Serves 12 - \$100.00
Medium Platter Serves 25 - \$200.00
Large Platter Serves 50 - \$400.00

Antipasto Platter (GF)

Dry Italian Salami, Provolone Cheese, Roasted Peppers, Marinated Bocconcini, Grilled Eggplant, Mushrooms, Squash, Assorted Olives, Giardiniera, Cherry Peppers and Marinated Artichoke Hearts
Small Platter Serves 12 - \$100.00
Medium Platter Serves 25 - \$200.00
Large Platter Serves 50 - \$400.00

LUNCH PLATTER CHOICES

All sandwiches served with individual bags of potato chips and appropriate condiments

Platters serve approximately 6 people

Chef's Delicatessen Platter

Make-your-own Deli Sandwiches with Roast Beef, Turkey Breast, Ham, Swiss and Cheddar Cheeses
Lettuce, Tomato and Fresh Breads

\$100.00 per platter

Sandwich Combo Platter

Option 1: Mesquite Turkey, Roast Beef and Mushroom Sandwich Combination

\$79.00 per platter

Option 2: Ham and Cheese, Chicken Breast and Vegetarian Waldorf

\$79.00 per platter

Tuna Sandwich Platter

Our Special Recipe Tuna Salad, Lettuce, Tomatoes and
Red Onion with Salt and Pepper on Brioche Bun

\$79.00 per platter

Mini Wrap Platter

12 sandwiches on platter

Pre-made Mini Deli Wraps with a variety of Turkey,
Ham and Roast Beef

\$79.00 per platter

Mesquite Turkey with Smoked Bacon Sandwich Platter

Mesquite Turkey, Smoked Bacon, Sharp Cheddar and
Basil Aioli on Whole Wheat Ciabatta

\$79.00 per platter

Ham & Cheese Sandwich Platter

Thinly Sliced Honey Baked Ham, Swiss Cheese,
Honey Mustard, Lettuce and Tomato on a Pretzel Roll

\$79.00 per platter



**Gluten Free  bread also available for all sandwiches.
Must be ordered in advance.**

LUNCH PLATTER CHOICES

All sandwiches served with individual bags of potato chips and appropriate condiments

All salads are served with individual bags of pita chips and appropriate condiments

Platters serve approximately 6 people

Roast Beef Sandwich Platter

Slow Roasted Beef, Crumbled Blue Cheese and Balsamic Onion Jam on a Brioche Bun
\$79.00 per platter

Italian Club Platter

Italian Salami, Capicola, Arugula, Pesto, Provolone, Tomato and Lettuce on Herb Focaccia
\$79.00 per platter

Grilled Chicken Breast Sandwich Platter

Grilled Chicken Breast, Sun Dried Tomato Aioli, Jack Cheese, Roasted Onions, Lettuce and Tomato on Focaccia
\$79.00 per platter

Balsamic King Mushroom Sandwich Platter

Grilled King Mushrooms, Zucchini, Yellow Squash, Carrots, Roasted Peppers and Spinach Spread on Whole Grain Bread
\$79.00 per platter

Greek Vegetable Salad Platter

Mixed Greens, Hummus, Cucumbers, Roasted Peppers, Feta Cheese, Oregano, Red Onion and Greek Dressing served with Pita Bread
\$65.00 per platter

Classic Caesar Salad Platter

Hearts of Romaine, Garlic Croutons and Caesar Dressing, served with Dinner Rolls and Butter
\$60.00 per platter

Optional:

Herb Roasted Chicken Breast	add \$24.00 to existing platter price
Garlic Seared Steak	add \$30.00 to existing platter price



Gluten Free ^{GF} bread also available for all sandwiches.
Must be ordered in advance.

HOT STUFF

4 or more boxes will be served unwrapped in a chafing dish

Served in boxes of 6 unless otherwise noted

Fiesta Chicken Quesadillas

Cheese and Fiesta Seasoned Chicken Quesadillas
with Salsa

\$48.00 per box of 6

Famous Vienna Foot Long Hot Dog

All Beef Hot Dog on a Steamed Bun individually
wrapped with appropriate condiments

\$42.00 per box of 6

Famous Kielbasa Sausage

Smoked Kielbasa with Grilled Onions and Peppers
on a Soft Roll individually wrapped with
appropriate condiments

\$39.00 per box of 6



Chicago Deep Dish Style Pizza

Cheese, Sausage, Pepperoni or Vegetable
(12 slices per pizza)

\$50.00 per pizza

SIDE SALAD CHOICES

Gluten Free ^{GF} options available

Salads serve approximately 6 people

Pasta Salad

Sun Dried Tomatoes, Kalamata Olives and Basil
\$23.00 per platter

Red Bliss Potato Salad

Celery, Parsley and Whole Grain Mustard
\$22.50 per platter

Seasonal Fresh Fruit Salad ^{GF}

with Fresh Mint
\$25.50 per platter

Black Bean Salad ^{GF}

Cilantro, Corn, Peppers and Chipotle
\$22.50 per platter

Mixed Greens Salad ^{GF}

Cucumber, Tomatoes and Herb Vinaigrette
\$20.75 per platter

BOXED LUNCH SANDWICH OPTIONS

All sandwiches come with an apple, a bag of chips and a cookie

Gluten Free ^{GF} options available

Maximum of 2 selections per orders of 6 boxed lunches or less

Maximum of 3 selections per order for orders over 6 boxed lunches

Mesquite Turkey with Smoked Bacon Sandwich

Mesquite Turkey, Smoked Bacon, Sharp Cheddar, Basil Aioli, Lettuce and Tomato on Whole Wheat Ciabatta

\$23.00 per box

Ham and Cheese Sandwich

Thinly Sliced Honey Baked Ham, Swiss Cheese, Honey Mustard, Lettuce and Tomato on a Pretzel Roll

\$23.00 per box

Roast Beef Sandwich

Slow Roasted Beef, Crumbled Blue Cheese, Balsamic Onion Jam, Lettuce and Tomato on a Brioche Bun

\$23.00 per box

Italian Club Sandwich

Italian Salami, Capicola, Arugula, Pesto, Provolone Cheese, Tomato and Lettuce on Herb Focaccia

\$23.00 per box

Grilled Chicken Breast Sandwich

Herb Marinated Chicken Breast, Sun Dried Tomato Aioli, Monterey Jack Cheese, Roasted Onions, Lettuce and Tomato on Focaccia

\$23.00 per box

Vegetarian Waldorf Salad Sandwich

Crunchy Waldorf Salad, Tofu, Grapes, Celery Root and Walnuts on Whole Grain Bread

\$23.00 per box

Balsamic King Mushroom Sandwich

Grilled King Mushrooms, Zucchini, Yellow Squash, Carrots, Roasted Red Peppers and Roasted Spinach Spread on Whole Grain Bread

\$23.00 per box

Gluten Free Sandwich ^{GF}

Gluten Free bread is also available for all Sandwiches. Must be ordered in advance.

\$23.00 per box

Low Carb Lettuce Wrap

Low-Fat Turkey, Swiss Cheese, Honey Mustard, Lettuce and Tomato in a Lettuce Wrap

\$23.00 per box



Menu and pricing are specific to show floor catering.

Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.

BOXED LUNCH SALAD OPTIONS

All salads come with an apple, a bag of pita chips and a cookie

Gluten Free ^{GF} options available

Maximum of 2 selections per orders of 6 boxed lunches or less

Maximum of 3 selections per order for orders over 6 boxed lunches

Florentine Chicken and Roasted Shiitake Mushroom Salad ^{GF}

Baby Spinach, Chicken Breast, Roasted Shiitake Mushrooms, Sweet Red Peppers, Shaved Bermuda Onion and Monterey Jack Cheese served with Palm Sugar Raspberry Vinaigrette
\$26.00

Greek Chicken Vegetable Salad ^{GF}

Mixed Greens, Grilled Chicken, Hummus, Cucumbers, Tri-Colored Peppers, Feta Cheese, Oregano and Red Onion served with Aged Red Wine Vinaigrette
\$26.00

Thai Beef Salad

Thai Spiced Marinated Seared Beef with Thai Basil, Bean Sprouts, Carrot, Cucumber, Spinach, Arugula, Mint with Lemon Grass-Ginger Vinaigrette
\$26.00

Cobb Salad

Herb-Roasted Chicken, Chopped Bacon, Hard Boiled Egg, Tomato and Crumbled Blue Cheese served with Ranch Dressing
\$26.00

Greek Vegetable Salad ^{GF}

Mixed Greens, Hummus, Cucumbers, Tri-Colored Peppers, Feta Cheese, Oregano and Red Onion served with Aged Red Wine Vinaigrette
\$23.00

Caesar Salad ^{GF}

Hearts of Romaine and Garlic Croutons served with Classic Caesar Dressing
\$23.00

Add Chicken additional \$3.00 to existing boxed lunch price
Add Salmon additional \$4.00 to existing boxed lunch price



COLD HORS D'OEUVRES

Gluten Free  options available

Assorted Filled Cucumber Cups

Mini Chickpeas and Roasted Peppers with Mint 

\$212.50 for 50

Mint Herbed Goat Cheese with Lemon Zest

\$212.50 for 50

Curried Chicken with Currants

\$212.50 for 50

Belgian Endive Spears

Roquefort Cheese and Glazed Walnuts

\$212.50 for 50

Chicken Caesar with Shaved Parmesan

\$212.50 for 50

Grilled Shrimp and Fennel Aioli 

\$212.50 for 50

Assorted Open-Faced Tea Sandwiches

Please select one of the following:

Honey Ham, Grainy Mustard and Golden Pineapple

French Brie and Toasted Walnut

Roasted Beef with Stilton and Onion Jam

\$275.00 for 50 of one kind

Crostini's

Please select one of the following:

Roasted Lamb, Goat Cheese and Fig Jam

\$212.50 for 50 of one kind

Smoked Duck Breast and Pistachio

\$225.00 for 50 of one kind

Fresh Mini Asian Spring Rolls

Please select one of the following:

Duck, Papaya and Cress with Plum Sauce

Vegetable Jardinière

\$225.00 for 50

La Quercia Prosciutto

with Seasonal Fruit and Olive Oil

\$212.50 for 50



Smoked Salmon Cornet

with Crème Fraiche and Caviar on a Blini

\$325.00 for 50

Deviled Eggs

with Micro Tarragon

\$212.50 for 50

Petite 6" Fresh Fruit Kabob

Seasonal Melon, Pineapple and Strawberry

\$200.00 for 50

Grilled Shrimp Lollipop

with Baby Lettuce and Mustard Aioli

\$225.00 for 50

Seared Ahi Tuna Canapé

on Seaweed Sheets

\$225.00 for 50

Grilled Basil Scallop and Tomato Confit

served on a Herb Crouton

\$225.00 for 50

Goat Cheese Canapé

Roasted Tomato, Truffle Oil and Micro Greens

\$212.50 for 50

HOT HORS D'OEUVRES

Applewood Smoked Bacon Wrapped Scallop

Citrus Beurre Blanc

\$225.00 for 50

Filled Filo Dough

Chicken, Feta and Green Apple

\$212.50 for 50

Blue Crab Cakes

Spicy Rémooulade Sauce

\$225.00 for 50

Mini Quiche

Mozzarella, Tomato and Basil

\$212.50 for 50

Fig and Caramelized Puffs

Goat and Cream Cheese in a Puff Pastry

\$212.50 for 50

Pot Sticker

Chinese Vegetarian Dumpling

Rice Wine Vinegar

\$212.50 for 50

Puff Pastry

French Brie and Sun Dried Cranberries

\$212.50 for 50

Artichoke and Parmesan Fritter

Baby Artichoke Hearts in a Parmesan Crust

\$212.50 for 50

Big Fork Sausage Flight

Maple and Brown Sugar

Stone Ground Mustard with Bamboo Picks

\$200.00 for 50

Chicago Mini Hot Dog

served with a Bun and all of the Chicago Condiments

\$250.00 for 50

Crispy Spring Rolls

Vegetarian Spring Rolls with Sweet and Sour Sauce

\$212.50 for 50

Mini Sandwiches

Wisconsin Cheddar Slider on Mini Brioche

\$225.00 for 50

Pulled Pork Slider

Slow Cooked BBQ Pork with Slaw on a Mini Roll

\$225.00 for 50

Italian Beef on a Petite Rustic Roll

with Mild Pepper Giardiniera

\$250.00 for 50

Assorted Kabobs

Chicken Kabob with Garlic, Ginger, Spices and Lime

\$212.50 for 50

Szechwan Beef Kabob with Garlic, Ginger and Teriyaki

\$212.50 for 50

Shrimp and Andouille Sausage Kabob with

Red and Green Peppers

\$212.50 for 50

Hand-Made Quesadilla

Roasted Corn and Zucchini

\$212.50 for 50



BOOTH TRAFFIC BUILDERS

SAVOR... provided specialty services to help promote traffic at your booth
Exhibitors must order a 4 or 6 foot table, electricity and trash service from the conventions
General Service Contractor

CAPPUCCINO/LATTE SERVICE

The finest quality, fresh roasted espresso for your beverages — a custom blend of Colombian, Costa Rican, Java Robust and Brazilian beans produced by an award-winning roaster.

Convention service for up to 8 hours

One time set-up fee of \$200.00 (not included in price below)
One professionally attired barista
Decorative or non-decorative cappuccino machine
Includes 400 espresso based beverages served in disposable cups
(Additional cups may be purchased when placing initial order)
Espresso based beverages including Americano, Cappuccino, Latte and Espresso
\$1,650.00 per day

Upgraded Drinks

Vanilla Lattes, Mochas and Hot Chocolate
\$185.00 per day

Additional Items

Cups (order in increments of 100) for \$210.00
On-site cups (order in increments of 100) for \$310.00
Additional hours (beyond first 8 hours) \$150.00 per hour
Machines are subject to availability.

Optional Items

Client may choose a decorated or non-decorated machine
Please specify when ordering



Non-Decorated Machine

Dimensions: 21"l x 18"d x 18"h

Client is responsible for supplying:
120 v / 20 amp dedicated circuits of power at the location
Countertop for service, trash removal and clean up



Decorated Machine

Dimensions: 32"l x 20"d x 45"h

Client is responsible for supplying:
120 v / 20 amp dedicated circuits of power at the location
Countertop for service, trash removal and clean up

MAKE YOUR OWN TRAIL MIX

House Made Granola, Honey Roasted Peanuts, Banana Chips, M&M's, Goldfish, Mini Pretzels and Dried Fruit
\$1,000.00 per order of 250 servings



SMOOTHIE SERVICE

We use only 100% all natural fruit in our smoothies. All flavors can be blended independently or combined together to create a custom flavor. This service features a high-volume ice blending machine.

Convention service for 1-4 hours

One time set-up fee \$200.00 (not included in price below)
One professionally attired barista
Service includes 300 smoothies served in clear disposable cups
\$1,185.00 per day

Convention service for 4-8 hours

One time set-up fee \$200.00 (not included in price below)
One professionally attired barista
Service includes 600 smoothies served in clear disposable cups
\$1,885.00 per day

Choose 2 flavors (duration of show dates)

Mango Tropic • Strawberry • Pineapple Paradise

Additional Items

Cups (order in increments of 100) for \$210.00
On-site cups (order in increments of 100) for \$310.00
Additional hours (beyond first 8 hours) \$150.00 per hour
Additional flavor \$150.00



Machine Dimensions:

14" l x 17" d x 30" h

Client is responsible for supplying:

120 v / 20 amp dedicated circuits of power at the location
Countertop for service, trash removal and clean up

FRESH BAKED COOKIE SERVICE

Who can resist the temptation brought on by the aroma of Fresh Oven-Baked Cookies? Offer your guests a special treat with a choice of the following flavors:

Chocolate Chip • Sugar • White Chocolate Cherry
Oatmeal Raisin • Peanut Butter • White Chocolate Macadamia

Convention service for 1-4 hours

One time set-up fee \$50.00 and one time pick up fee of \$50.00
Convection Cookie Oven Rental - Cooking time: 18 minutes (1 1/2 dozen cookies)
One attendant for up to 4 hours to bake and serve the cookies
Service includes 165 cookies (1 case/1 flavor)
\$635.00 per day

Convention service for 4-8 hours

One time set-up fee \$50.00 and one time pick up fee of \$50.00
Convection Cookie Oven Rental - Cooking time: 18 minutes (1 1/2 dozen cookies)
One attendant for up to 8 hours to bake and serve the cookies
Service includes 330 cookies (2 cases/2 flavors)
\$1,095.00 per day

Additional Items

Additional case of cookies
\$210.00 per case of 165 cookies.
One flavor per case; cases cannot be divided



Machine Dimensions

19.25" l x 20" d x 9.75" h

Client is responsible for supplying:

120 v / 20 amp dedicated circuits of power at the location
Countertop for service, trash removal and clean up

HOT SOFT PRETZEL SERVICE

Pretzel Warmer Rental Fee \$125.00 per day

One time set-up fee of \$50.00 and one time pick-up fee of \$50.00

Traditional Pretzels

Served with Mustard Packets

\$165.00 per 50 Pretzels

Traditional Pretzels with Cheese Dip

Served with Individual Containers of Nacho Cheese

\$190.00 per 50 Pretzels

Specialty Flavored Pretzels

\$215.00 per 50 Pretzels

Served with Choice of Apple Cinnamon, Pizza, Jalapeno or Cheese



Client is responsible for supplying:

110 v / 15 amp dedicated circuits of power at the location

Countertop for service, trash removal and clean up

SUNDAE BAR

Soft Serve Ice Cream or Non-Fat Frozen Yogurt served by a Specialty Service Associate

Flavors; Chocolate or Vanilla in a Classic Cone or Cup

Topping to include Sprinkles, Sliced Strawberries, Oreo Cookie Crumbles,

Chopped Nuts, Whipped Cream, Caramel and Chocolate Sauces

Convention service for up to 8 hours

Package includes approximately 380 4oz servings with napkins and spoons

Soft Serve machine rental

Specialty Service Associate for an 8 hour minimum shift

\$1,730.00

Additional Package

with approximately 380 4oz servings and Toppings

\$550.00



ICE CREAM BAR CART

Ice Cream Cart Rental \$125.00 per day

One time set-up \$50.00 and one time pick-up fee \$50.00

Good Humor Ice Cream Cart

Classic Vanilla • Ice Cream Sandwiches • Strawberry Shortcake

\$175.00 per 50 Bars

Ben & Jerry's Ice Cream Cart

Vanilla • Cherry Garcia® • Half Baked®

\$290.00 per 50 Bars

Dove Ice Cream Bar

Vanilla • Chocolate

\$290.00 per 50 Bars



Client is responsible for supplying:

115 v / 8 amp dedicated circuits of power at the location

(24 hour electric service required)

Countertop for service, trash removal and clean up

Three images illustrating healthy eating: a sandwich, a bowl of soup, and fresh vegetables.

TRADE SHOW	Neuroscience 2015	ORDER DEADLINE	Wednesday, September 30, 2015
CONTACT		ON-SITE CONTACT	
COMPANY		ON-SITE PHONE #	
ADDRESS			
CITY, STATE, ZIP			
PHONE #		FAX #	
EMAIL ADDRESS			
BOOTH #			
BUILDING	PLEASE CIRCLE	N	S
		E	W

All tables, electrical requirements and garbage removal service must be ordered through your contractor. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price (F&B).

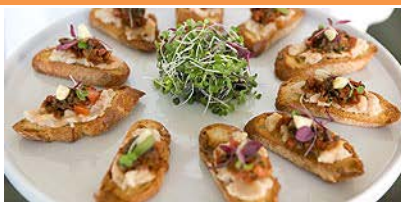
A copy of the contract outlining all services will be forwarded to you via facsimile.
A signed Terms & Conditions page must be returned to SAVOR and full payment in advance is required to complete your order.
Prices are only guaranteed 60 days from event date.

Please remit this form to your Catering Sales Manager:

Rachel Hurley | rhurley@mccormickplace.com | 312.791.7265

SAVOR...Chicago, 301 East Cermak Road, 4th Floor, Chicago, IL 60616 FAX: 312-791-7280

Menu and pricing are specific to show floor catering.
Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.



BILLING INFORMATION AND CREDIT CARD AUTHORIZATION FORM

CONTACT INFORMATION

TRADE SHOW	Neuroscience 2015	ORDER DEADLINE	Wednesday, September 30, 2015
COMPANY			
CONTACT		PHONE #	
ACCOUNTING CONTACT		PHONE #	
EMAIL ADDRESS		FAX #	

PAYMENT INFORMATION

METHOD OF PAYMENT	CHECK ☐	CREDIT CARD ☐	WIRE TRANSFER ☐
PLEASE NOTE, a credit card must be on file for any additional on-site orders or increase in quantities. A 2.5% processing fee will be added to invoices over \$1000.00 paid by credit card.			
CREDIT CARD #			
EXPIRATION DATE		V-CODE	
BILLING ADDRESS			
CITY, STATE, ZIP			
CARD HOLDERS NAME			
AUTHORIZED SIGNATURE		DATE	

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**PO Box 77
Magnolia, Tx. 77353**

**Summitsvs@aol.com
(800) 394-7775**

Special Security Order Form

Security Officers for booth security and special details. The rate for service is \$20.99 USD per hour if ordered 14 days prior to the first decorator move-in day and \$21.99USD per hour after cutoff date. There is a 4 consecutive hour minimum requirement. On-site additions are subject to availability. Guard will only work scheduled hours!! Be sure personnel cover area during other hours. Order and rate are not valid until payment is received in full.

Indicate guard schedule below:

Total Hours: _____ X Rate per hour: _____ = \$ _____

This is your invoice, any changes to this order will be noted below for a new invoice total.

Changes: _____

Total Hours: _____ X Rate per hour: _____ = \$ _____
New Invoice Total

Credit Card Number: _____ CVV: _____

Expiration Date: _____ Billing Zip Code: _____

Credit card authorization – Print and Sign Name: _____

(By signing here authorization is given to charge the full amount and any on-site additions to the credit card.)

Terms: 100 percent of the total cost of special security is required with the form. This is not a contract and does not imply liability.

Show Name: **Neuroscience 2015 – Chicago, IL. – October 17-21, 2015** Booth #: _____

Company Name and Address: _____

Telephone: _____ Email for receipt: _____

Signature Authorized Representative: _____

Print Name: _____ Date: _____